



Security Policy

(Including Offensive Weapons Guidance)

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Approved By	FARR Committee	Review	Statutory
Last Review	June 2024	Next Review	June 2027

Details of Policy Updates

Date	Details
June 2024	'Site Lead' replaced with 'Estates Manager' throughout
	Section 1.2 - Added 'Unacceptable, Violent and Abusive Behaviour Policy' to list of associated policies
	Section 3.1 'Estates Manager' changed to 'A member of the Site Team'

Statement of Intent

North Star Academy Trust is dedicated to ensuring the safety and wellbeing of all people within the school community through implementing effective security measures. The Trust recognises that security risks do not only take a physical form; therefore, e-safety and electronic control measures will also be used to effectively protect members of the school.

The aim of this policy is to inform staff, pupils, parents and visitors of the security arrangements and controls in place and encourage them to help ensure that these are implemented effectively.

This policy and the associated procedures apply to all individuals entering school premises.

1. Legal Framework
2. Roles and Responsibilities
3. Physical Security Arrangements
4. Equipment and Belongings
5. School Events
6. Access to The Premises
7. Removing People from The Premises
8. Reporting Security Concerns
9. Emergency Procedures
10. Offensive Weapons
11. Searching, Screening and Confiscation
12. Monitoring and review

1. Legal framework

1.1. This policy has due regard to legislation and national guidance including, but not limited to, the following:

- Section 547 of the Education Act 1996
- DfE Nov 2019 school and college security guidance
- 'Offensive Weapons in Educational Settings' guidance 2020
- 'When to Call the Police' guidance for schools and colleges
- 'Searching, screening and confiscation' Advice for head teachers, school staff and governing bodies 2018

1.2. This policy is intended to be used in conjunction with the following school policies:

- Behaviour and Relationships Policy
- Health and Safety Policy
- Lockdown and Evacuation procedure

- Complaints Policy
- Safeguarding Policy
- Site Risk Assessments
- Data Protection Policy
- Visitor Policy
- Unacceptable, Violent and Abusive Behaviour Policy

2. Roles and responsibilities

2.1. The Trustees are responsible for:

- Undertaking necessary security risk assessments in conjunction with the Senior Leadership Team (SLT).
- Monitoring the performance of school security measures.
- Reviewing the School Security Policy on a triennial basis, amending procedures where necessary.

2.2. The Senior Leadership Team are responsible for:

- Ensuring that all staff members are aware of the procedures set out within this policy and are provided with the required training.
- Informing parents, visitors and contractors of school security procedures.
- Establishing a system for reporting, recording and managing breaches of this policy.
- Budgeting for security measures effectively.
- Nominating specific staff members with designated security roles.
- Ensuring that security is taken into account when considering any proposed changes to school premises.
- Undertaking necessary security risk assessments in conjunction with the Trust Board.
- Ensuring appropriate arrangements are in place for the storage of money at the school.
- Banking money on a regular basis, ensuring that large amounts are not kept on the school premises.
- Reporting any crimes to the police.

2.3. All staff members are responsible for:

- Securing windows and doors when rooms are not in use.
- Ensuring that visitors sign in and out at the school reception.
- Challenging any unidentified individuals.
- Securing valuable equipment after use.

- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- Acting in accordance with the school's Data Protection Policy, ensuring that data and information is secure.
- Reporting any security concerns to SLT.
- Carrying their school ID with them at all times.
- Their own property which they bring to school sites.

2.4. The Estates Manager and Site Team are responsible for:

- Maintaining the safe operation of physical and electrical security systems, including school fencing.
- Securing school entrances and exits.
- Liaising with the other members of the site team, ensuring that schools are effectively secured at the end of each day.
- Carrying out security checks on a regular basis and maintaining a record of these checks.
- Raising any security concerns with SLT immediately.

2.5. Pupils and parents are responsible for:

- Reporting anyone without an ID badge to a staff member.
- Reporting any activity which they believe to be suspicious or of a concern to a member of staff immediately.

3. Physical security arrangements

3.1. A member of the Site Team will undertake daily visual checks of school fencing, gates and locks, ensuring that they are maintained to a high standard.

3.2. Between the times of 9:10am and 3:00pm, the school gate will be closed, and only opened to known/checked in visitors.

3.3. School security alarms are tested on a monthly basis.

3.4. School alarms are set on a nightly basis.

3.5. Confidential information is stored in locked filing cabinets.

3.6. The school office will be secured whenever it is unattended.

3.7. CCTV cameras will be in use and monitored by SLT.

3.8. All visitors will be escorted to and from their destination within a school by a member of staff.

3.9. School premises' security lighting will be regularly maintained.

4. Equipment and belongings

4.1. All electronic equipment is stored in a secure location at the end of each day.

4.2. After using school equipment, staff members are responsible for ensuring that it is returned to the appropriate storage location and secured.

4.3. Staff members are responsible for any personal belongings, including teaching equipment, which they bring to the school premises.

4.4. Pupils, parents, visitors and contractors are responsible for their personal belongings and the school is not liable for any damage or loss which may occur.

4.5. Pupils are advised not to bring valuable items to school unless absolutely necessary.

4.6. Where a pupil requires a valuable item to be brought to school, they can arrange with the teaching staff in advance for a secure place to store the item.

4.7. Any equipment which someone wishes to take from a school site will be approved by SLT in advance and a record of the loan kept.

4.8. Sporting equipment, will be tidied away and secured inside the building at the end of use.

4.9. Schools will provide an area for pupils to store bikes during school hours. Pupils are responsible for providing their own lock and effectively securing their bikes. The school is not responsible for any loss or damage which may occur.

4.10. Lost property will be stored in the staff room, where it will be kept until the end of the school year before disposal.

5. School Events

5.1. During school events, all rooms except those required will be locked.

5.2. Unless needed for the event, all equipment will be securely stored away.

5.3. The event organiser is responsible for recording what equipment is being used for the event and ensuring that it is returned.

5.4. The event organiser and SLT will carry out an extensive risk assessment for each event.

5.5. During off-site events, school premises will be secured.

5.6. Individual staff members will not be left alone on school premises with a parent or visitor. Where necessary, a lone worker risk assessment will be carried out.

6. Access to the premises

6.1. School premises are private property; however, parents of enrolled pupils have an 'implied licence' to access the school premises at specified times.

6.2. All staff members of North Star Academy Trust will be issued with the correct colour ID badge, depending on their role and DBS check. Staff members must keep this on their person and be visible at all times.

6.3. Upon arrival at the school, visitors will be directed to the school reception where they must sign in, giving a reason for their visit, and wait for further direction from a member of the office staff. See Visitor Policy.

6.4. All visitors are made aware of, and are expected to act in accordance with, the school's Visitor Policy.

6.5. All visitors and contractors who are authorised to be on school premises will be provided with a school ID badge which will be kept visible at all times.

6.6. The office staff are responsible for ensuring that contractors and visitors sign out when they leave and return their ID badge.

6.7. Anyone who does not have an ID badge or is suspected to be an intruder will be challenged.

7. Removing people from the premises

7.1. In the event of abuse or threats to staff, pupils, parents or visitors, a school holds the right to ban an individual from entering the premises.

7.2. Where an individual has accessed the premises in a way that exceeds their 'implied licence', the school has the right to remove them from the premises; this includes any individual causing a nuisance or disturbance.

7.3. Unidentified individuals who refuse to report to a school reception, become aggressive or are deemed to be a threat to the safety of pupils will be escorted from the school premises and, where necessary, the police will be called.

7.4. In terms of barring particular individuals from a school premises, a proposal to do so will be made in writing and all parties involved will be given the opportunity to formally express their views.

7.5. Letters and documentation concerning barring an individual will be signed by SLT.

7.6. Following formal representations being made by the parties involved, the bar will either be confirmed or removed.

7.7. All bars will be subject to review within a reasonable timeframe.

7.8. North Star Academy Trust has the right to take civil action through the courts in order to stop persistent trespassers.

7.9. In the event that a crime is committed on school premises, a school has the right to remove the individual in question from the site and report the incident to the police.

8. Reporting security concerns

8.1. Missing or stolen equipment will be reported immediately to the Director of Finance and Operations (DFO).

8.2. Unidentified individuals will be challenged immediately and reported to the school reception.

8.3. Concerns regarding the security of a school and the associated arrangements will be reported directly to the DFO.

8.4. SLT will discuss security concerns with the Local Governing Body in order to identify an effective resolution.

8.5. Complaints about a school's security measures will be dealt with in line with the school's Complaints Procedures Policy.

9. Emergency procedures

9.1. In the event of an emergency or a breach of security, the procedures outlined in the school's Lockdown and Evacuation procedure will be followed.

9.2. Staff members are aware of when it is appropriate to implement the procedures, which are outlined in the policy named above.

9.3. All staff members are made aware of a school's emergency procedures as part of their induction, including that in relation to security alerts, trespassers and unidentified objects.

9.4. All staff members have received training in their school's emergency procedures and are aware of what to do.

9.5. SLT will ensure that the Local Governing Body is notified about any incidents and the need for emergency procedures.

9.6. In the event that emergency procedures are carried out, SLT is responsible for ensuring that these are properly recorded.

10. Offensive Weapons

An offensive weapon is any article which is made, intended or adapted to cause injury.

North Star Academy Trust recognises there are occasions when school-aged children are found carrying offensive weapons, or through their social welfare issues may be at threat of harm from others. The Trust acknowledges our duty to ensure that students and staff are safe and that students understand the repercussions of carrying weapons.

The safety of all staff and students is paramount and as such offensive weapons are expressly forbidden from school sites and all school activities, wherever they may be taking place.

10.1 Prevention

- Ensure all staff have awareness training about child on child abuse, serious youth violence, criminal and sexual child exploitation.
- Ensure that students have had the opportunity to learn and develop knowledge of how to keep safe through quality PSHE / Relationships and Sex Education in line with national guidance.
- The school ethos must promote positive behaviour related to keeping safe and respecting each other and adults. The staff and students should recognise this and participate in the development, shaping and reviewing of the culture.
- There is a clear ability for students to raise concerns both explicitly and discreetly.
- Student wellbeing is resourced and various sources of support are available for those in need.
- Community –the school strives to understand the lived experiences of students and the influence of communities in which they live.

10.2 Suspicion of or confirmed presence of an Offensive Weapon.

- If there is immediate threat to the welfare of any person the police will be contacted immediately via 999.
- If there is no immediate threat to life then processes in Appendix A and B are followed.

10.3 Reporting and Monitoring

- Students are reminded of and encouraged to use the Fearless Reporting system to notify the police of concerns.
- School staff in line with their duties in KCSIE 2024 and Offensive Weapons in Educational Settings 2020, will notify SLT and the DSL/DDSL who will in turn manage the notification of or notify the relevant agencies. This will be done in line with KCSIE 2024 and Offensive Weapons In Educational Settings guidance 2020

11. Searching, Screening and Confiscation

North Star Academy Trust will ensure a site is a safe place for its staff to work and its students to learn. We recognise that students, in line with the European Convention on Human Rights have the right to privacy and a private life. However; it is realised that the right of everybody to be kept safe may take precedent over this. There may be incidents where a person attempts to bring an item onto school site that has the potential to cause harm to another young person. In this situation North Star Academy Trust has the right to Search, Screen and/or Confiscate banned items, this follows advice from 'Searching, Screening and Confiscation' 2018. These items that could cause harm are considered Banned Items.

11.1 These banned items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used:
 - to commit an offence, or
 - to cause personal injury to, or damage to the property of, any person (including the pupil).
- any item banned by the school rules which has been identified in the rules as an item which may be searched for, i.e. mobile phones, tobacco, vapes or e-cigarettes.

11.2 Any staff member who becomes aware of a student with a banned item, has reason to believe a student has a banned item must inform SLT immediately.

11.3 Staff at North Star Academy Trust will always seek permission from the SLT before conducting a search. Where it is safe to do so parents/carers will be notified that a search will happen.

If a student refuses to comply with a search and they item they are suspected of carrying poses a threat to others, that student will not be allowed entry to the school and parents/carers and relevant agencies will be notified, i.e. Police or social care, attendance in this instance will be recorded as unauthorised absence. If a young person is suspected of possessing something that could harm others the police will be notified and appropriate action will take place to ensure the safety of others.

11.4 Any search being carried out will be done in a way that also maintains a person's dignity;

Staff will complete a search on a student the same sex as them and with another member of staff present, also the same sex as the person being searched.

Staff will have permission from SLT first.

Staff will ask the student to come away from their peers to a safe place.

Staff have permission to ask the student to turn out their pockets, hand over their coat and any bags for searching. Staff can ask that trouser legs are pulled up by the student to see if items have been tucked into socks and can ask that shoes are removed.

Staff cannot request that students remove items of clothes next to skin, i.e. trousers or a t-shirt/shirt.

11.5 All searches will be recorded on CPOMS, including reasons why, staff completing the search, times of searches, if parents were notified or not and the outcome, including who was notified after, if anything was found and resulting actions.

11.6 Screening

If staff have concerns regarding a young person having in their possessions a banned item, staff can screen the young person with the use of a 'wand' or other detecting device. This will be done in a way that maintains the dignity of the person being screened. SLT must give permission for this to happen. Screening does not need to be recorded anywhere and any member of staff can complete this.

11.7 Confiscating

If banned items are found they will be confiscated. It is the discretion of the Headteacher if the item is returned or not. Items could be kept, disposed of, returned to parents or passed on to a relevant agency, i.e. drugs or weapons to the police.

11.8 If electronic items are confiscated and there is reason to believe it contains content that could put others at risk, staff can lawfully delete images or hand the device to the police.

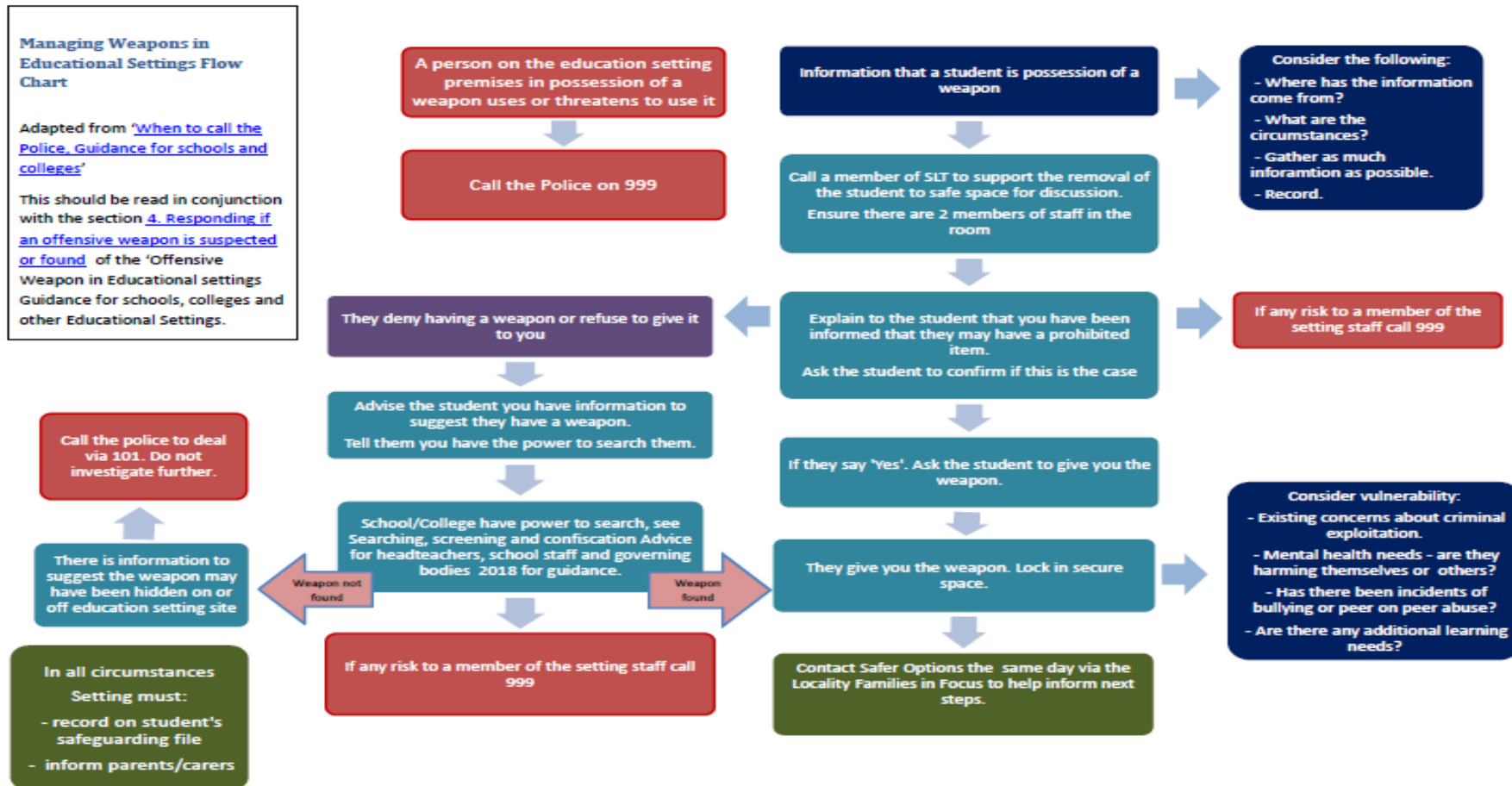
12. Monitoring and review

12.1. A Site Risk Assessment will be conducted by SLT and the DFO / Estates Manager on an annual basis.

12.2. This policy will be reviewed on a triennial basis by ELT and the FARR Committee.

12.3. Staff members will be notified of any changes made to this policy or to the school's security system.

Appendix A 'Offensive Weapons in Educational Settings' guidance 2020



WEAPONS

Definition: An offensive weapon is any article which is made, intended or adapted to cause injury. It is an offence to possess an offensive weapon or bladed or sharply pointed article on primary school or secondary school premises.

