



SECURITY

Introduction

The Family Future Community campus (school and skills centre) – hereafter referred to as the school - takes seriously its responsibility for the security of all aspects of its operation. The aim of the policy is to ensure that all practical steps are taken to safeguard the well-being and security of all people and property at the school or participating in school activities off site and is a complement to the Safeguarding Policy (adopted November 2021).

Policy Statement

1. To establish and maintain in so far as is reasonably practical:
 - the safety of all users of the premises with the aim of maintaining uninterrupted teaching and learning for everyone,
 - the protection of property against theft, fraud, or damage.

2. To ensure the provision of information, instruction, training, and supervision to enable all staff and learners to maintain a secure environment:
 - To identify and evaluate all risks and risk control measures relating to security and school activities,
 - To teach about 'Security' where appropriate as part of the curriculum,
 - To formulate and implement effective procedures for use in the event of a possible or actual breach of security,
 - To provide and maintain, so far as is reasonably practical, adequate security facilities for staff and learners,
 - To provide an effective system for recording and reporting potential and actual breaches of security,
 - To organise the arrangements for Security.

3. The ultimate responsibility for ensuring a safe and secure environment within the school campus rests with the Headteacher, in conjunction with the Family Care for Orphans Board (FCOB). They have joint, overall responsibility for the application and execution of this policy.

4. The Headteacher/FCOB will:
 - Ensure that safe and secure conditions, practices, and procedures exist for the safety and security of staff, learners and others using the school premises,
 - Take appropriate action immediately when any breach of security is reported,
 - Make recommendations to FPZ trustees for additions to or improvements to fencing, lighting, etc...
 - Report on safety and security matters to FPZ trustees and ensure that these matters are reported to the Parent Teacher Committee,
 - Inform parents/guardians on relevant sections of the policy via regular school communications and the School Prospectus,
 - Ensure that breaches of security are recorded and reported to the police,
 - Work with the security staff member to inspect the campus' boundary, access points, external doors, and windows, to identify defects or deficiencies and take the necessary remedial action.

5. All staff will:
 - Take reasonable precautions for the safety and security of him/herself, the learners, visitors and school and learners' property within their care,
 - **Wear an identity lanyard at all times:** this must be worn in a clearly visible manner,
 - Not be obliged to look after learners' unnecessary valuable items, but if they do, they must ensure they are stored in a secure place,
 - Know the security measures and arrangements to be adopted in their own working area and to ensure they are applied, e.g., inform Reception if they are expecting visitors, direct authorised visitors, guests, and contractors to Reception to sign in, obtain 'visitors' lanyard, which must be worn in a clearly visible manner at all times whilst on site,
 - Not approach intruders but ensure the Headteacher is aware of the intruders. The Headteacher will call the police and/or approach the 'intruders', as appropriate,
 - Lock money and possessions away securely and lock 'classroom' doors,
 - Report any security concerns to the Headteacher, e.g., lost keys or key fobs, broken windows, locks, or security lights,
 - Use and not wilfully misuse, neglect or interfere with things provided for their security and the security of others, e.g., lending out school keys, maintain the confidentiality of staff/learner information and not to release this to unknown enquirers,
 - Co-operate with other employees and the Police in promoting and maintaining security measures on the school campus,
 - Securely lock cars brought onto the school site,
 - Refer to and follow all points of the 'Site Security Procedures' document.

6. The security team will:
 - Close/lock all external doors, roof lights and gates at the end of each day and unlock these each morning,
 - Ensure rubbish and waste is removed so that materials cannot be used for vandalism or arson,
 - Check each week the perimeter fencing, external doors, gates and lighting and act on any concerns.

7. The learners will:
 - Exercise personal responsibility for their own possessions (by labelling/marketing them),
 - Bring to school only equipment required for their learning and not large sums of money, unnecessary (valuable) items or items which can be deemed as offensive weapons (e.g., knives) or cause damage to property (e.g., matches),
 - Securely lock bicycles,
 - Not wilfully misuse, neglect or interfere with things provided for security,
 - Take to Reception any items of property which do not belong to themselves and report to Reception any items of lost property.

8. Visitors to the school will:
 - Be responsible for their own possessions,
 - Be made aware of the school's Security policy,
 - Conduct themselves and carry out their activities in a manner which will comply with school policy and not affect the security of the school campus or its contents, including the wearing of an identity lanyard.