IQRA ACADEMY

Security Policy

Adopted By: Iqra Academy Governing Body & Principal

On: 19th August 2017

Reviewed: December 2024

Iqra Academy Security Policy and Procedures;

1.   Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for Students, employees and visitors to the Iqra Academy. The school's security procedures will operate within the framework described in this policy.

- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.

- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of students and staff.

2.   Organisation

The following are responsible for the security of the School.

2.1. Governors

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved –
    - By the health & safety Governor monitoring performance on their special interest visits
    - Via the Principals reports to Governors
    - By all Governors observing its implementation when they visit the school.

- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Principal.

2.2. Principal

The Principal will:

- Set up arrangements in school that comply with the security policy agreed by Governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.

- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

2.3. Staff

- All staff will comply with this policy and the arrangements made by the Principal to ensure the safety of Students, employees and others on the school site.

- Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Body/ Principal	- Agree policy - Review every 12 months
Day to day implementation and management of policy.	Principal / Office Manager	- Inform staff - Monitor performance - Review arrangements
Securing school entrance/exits as detailed in this policy	Principal/Caretaker	Open and close gates/school as laid down by school policy
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Governing Body/Principal/Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Office Manager & Admin Team	Issue badges
Control of contractors	Office Manager	Agreed arrangements
Security of money etc	Office Manager	Banking
Security risk Assessment	Principal	Review annually and inform govs of findings to use as part of policy review

2.4. Students

- Students will be encouraged to exercise personal responsibility for the security of themselves and others.
- Students will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

3.   Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, students and other persons using the school premises.

3.1   Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff induction will include the school's security policy and will be recorded on the employees training profiles. Records of which are kept in the school's Risk Register.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building.

Parents will be informed about the school security arrangements and any part they are expected to play. For example when visiting the school.

3.2   Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to students or staff.

The extent of physical controls, such as gates, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Iqra Academy has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding Students.

The codes to all security gates, School alarm and door keypad controls have been changed and allocated to designated staff only, who have the responsibility of maintaining the security of these codes. Any breach of this security, should be reported to the Principal immediately.

Buildings

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to students and ensure the personal safety of staff.

The access control procedures for the building are –

- Front entrance to school – the main Reception area has a restricted keypad access control on the outside, which leads to the School Office. Only senior designated staff have access to the codes of the keypad controls. Signage directs all visitors to this entrance. Unauthorised visitors will be challenged by staff. Students also use this entry and exit to the School, which will be kept locked at all times during School working hours.

Grounds

The following parts of the school have been secured by means of physical restrictions such as gates and fencing.

- Whole school grounds enclosed by security fencing.
- Locked Gate at main entrance road to stop unauthorised traffic entry.

3.3   Outside Areas

As students require access to the outside areas at all times the Governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 5ft high.

3.4   Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors must report to the School Office on arrival. – signage on site advises of this.
- All visitors will sign in, giving details in the Schools Visitors book.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and all other visitors who are not members of staff.
- Any person on site without a badge will be asked to accompany a member of staff to the School Office or asked to leave the site.
- Any refusal will be reported immediately to the Principal. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

3.5 Supervision of students

The school's overall safeguarding strategy requires that at times the security of Students is achieved by competent supervision by authorised school staff.

Locations where supervision is part of our safeguarding procedures –

- Outside area– Students are always supervised in this area and visitors challenged.

Times of the day when supervision is part of our safeguarding procedures –
   Start of school day by Principal and senior staff.
- Lunchtime – all parts of the school site without access control are supervised –
- Area in front of school patrolled by senior staff.

3.6 Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved.

3.7 Supervision of contractors

Contractors and maintenance personnel will not always have been CRB checked as they should not have unsupervised access to students. They will therefore be controlled as follows –

- All will be given school badges and be expected to wear them.
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised students.

3.8 Physical security measures

The Governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and students. The Governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified Governors will ensure that physical security measures are installed.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

3.9 Cash Handling

The School will avoid keeping cash on the premises wherever possible. Safe/Locked cabinet will be used and kept locked. The School will avoid handling cash in visible areas and any money requiring banking will be done at regular times, particularly where substantial sums are involved.

3.10 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and student personal property. Both are discouraged from bringing to school any valuable personal property.

4.   Risk Assessment

A security risk assessment will be completed annually by the Governing Body/ Principal. The findings will be used in the review of this security policy.

5.   Monitoring and Review

The Principal will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body.

Governors will monitor performance via the Principals termly report to governors and when visiting school.

Signed -
 	
        (Chair of Governing Body)
 	
Date -
	Signed -
	
	        (Principal)
	
	Date -

Review completed by - Date -	Review Completed by - Date -

School Security Risk Assessment;

Assessment carried out by – Yousaf Ismail/Michael Wright	Job title – Governor/Principal	Date of assessment – 17/10/21
Review interval – Annually	Date reviews carried out -	

Staff covered by this assessment –	Duties being undertaken –
ALL STAFF AND STUDENTS	ALL SECURITY RELATED ISSUES RELATED TO SCHOOL ACTIVITIES

RISK RATING		Likelihood		
		Probable **Occurs repeatedly, to be expected or could affect large number of people**	**Possible** **Could occur sometime or effect a few people**	**Remote** **Unlikely to occur or not many people to be affected**
Impact	Major **Major injury, permanent disability or ill-health**	**High**	**High**	**Medium**
	Severe **Injury requiring medical treatment**	**High**	**Medium**	**Low**
	Minor **First aid treatment**	**Medium**	**Low**	**Low**

Hazards / issue	**Risk rating H/M/L** (before)	**Recommended controls (circle or ✗ / ✓ if in place)**	✗ or ✓ (Y / N)	**Further Action needed to reduce risk in addition to controls ticked / any comments**	**By whom & when**	**Risk Rating H/M/L (after)**
Policy and Procedures	H	• The school has written procedures for security of people and property. These were agreed by the governing body and reviewed annually.	Y	**POLICY RATIFIED BY GOVERNING BODY**	19/08/16 17/10/18 17/09/22	
Staff training & communication	H	• Staff have been given information, instruction and training on these procedures.	Y	**STAFF Training**	05/09/16 17/10/18 17/09/22	
Access control including visitors	H H H H	• Access to the building is restricted to staff and authorised visitors. • Visitors are all issued with ID badges. • Staff challenge anyone without a badge and escort them to the School Office. • Restricted access keypad securitycontrol in place to reduce the risk from intruders.	YES YES YES YES	**Keypad codes changed and only supplied to designated persons.** **RISK ASSESSMENT IN PLACE**	19/08/16 17/10/18 17/09/22	
Premises Security	H	• The buildings are secured at night and the alarm set. The premises is secure from vandalism and burglary as far as is reasonable practicable.	YES	**School Alarm maintained and monitored.**		
Grounds security	H	There are –	YES			

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Hazards / issue	Risk rating H/M/L (before)	Recommended controls (circle or ✗ / ✓ if in place)	✗ or ✓ (Y / N)	Further Action needed to reduce risk in addition to controls ticked / any comments	By whom & when	Risk Rating H/M/L (afte
		• Physical barriers (fences/Gate) to prevent unauthorised entry to the grounds,				
Contractors/ trade persons/ maintenance people	H H H	• Are either CRB checked or supervised on school site. • Are issued with ID badges and wear them. • Their vehicles only use designated safe access and parking.	YES YES YES			
School Equipment	H	• Valuable school equipment has been identified and reasonable measures taken to keep it secure.	YES			
Personal Belongings	H H	• Staff and students are discouraged from bringing valuables into school. • Staff/Students are provided with a secure place to keep belongings e.g. lockers.	YES YES	**MORE LOCKERS MAY BE REQUIRED**		
Community Use	H H	• Our security strategy includes community use of the building. • Community use has been physically separated from Students where practicable. • In spaces shared with community use there are other procedures in place such as supervision.	YES YES N/A	**MOST COMMUNITY USE IS AFTER SCHOOL HOURS**		

Other hazards (if any)	Risk rating H/M/L	Controls already in place	Risk Rating H/M/L	Further action needed / comments	By wh & who

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Please note – security and safeguarding is also related to other sections of the health & safety management system for the School.

Workplace inspections – the inspection of the condition of the building and identification of workplace hazards includes an inspection of the state of repair of physical security measures such as fences and locks.

Fire Safety – the risk assessment for fire safety considers how the school prevents arson.

Hazardous substances – COSHH Risk Assessments consider how substances are stored out of reach of students.