

COWLEY INTERNATIONAL COLLEGE



SECURITY POLICY

Status	NON-STATUTORY
Responsible Governors' Committee	Finance, Personnel and Premises
Responsible Person	Business Manager
Last Review Date	Autumn Term 2018
Date of Next Review	Autumn Term 2021

COWLEY INTERNATIONAL COLLEGE
SECURITY POLICY

1. Policy Statement

- Cowley International College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share in this commitment.
- The Governing Body recognises and accepts its corporate responsibility to provide a safe and secure environment for students, employees and visitors. The College's security procedures will operate within the framework described in this policy.
- Where appropriate, 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 members of the College community.

2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the College.

2.1. Governors

Governors will:

- Ensure that the College has a Security Policy and that this has been implemented.
- Monitor the performance of the College security measures. This will be achieved –
 - via the Principal's Report to Governors.
 - via discussions at full Governing Body and relevant sub-committee meetings.
 - by all Governors complying with and observing its implementation when they visit the College.
- Review the Security Policy every three years. The Security Risk Assessment will be reviewed annually in line with all Risk Assessments.
- Delegate the day to day implementation of the policy to the Principal.

2.2. Principal

The Principal will:

- Ensure procedures are established to meet the Policy framework agreed by Governors.

Security issue	Responsible	Specific Duties
		integrity of devices.
Control of visitors	Administration Manager 11-16 site Administration Manager Sixth Form	<ul style="list-style-type: none"> • Ensure procedures are followed.
Control of contractors	Facilities Manager/Premises staff	<ul style="list-style-type: none"> • Ensure procedures are followed.
Security of money	Business Manager/Finance Manager Trips/Activity Leaders	<ul style="list-style-type: none"> • Adhere to Financial Procedures. • Adhere to Financial Procedures.
Security of assets	Facilities Manager All staff	<ul style="list-style-type: none"> • Create and maintain the Asset Register • Ensure procedures are followed.

2.5 Students

- Students will be encouraged to exercise personal responsibility for the security of themselves and others. Schemes of Work include content to support safety and well-being.
- Students will co-operate with the arrangements made for the security of the College. Breaches of the College security arrangements are a breach of the College's Behaviour Policy and will be dealt with in line with it.

3. Arrangements

The College has implemented the following arrangements to ensure, as far as reasonably practicable, the safety and security of staff, students and other persons using our College premises.

3.1 Information and Communication

Procedures and arrangements for security are detailed and regularly updated in:

- This policy
- Staff Guidance Handbook
- Health and Safety Policy
- Website

- Financial Procedures Manual

3.2 Training

Security matters are addressed in:

- Induction for all new staff
- Regular updates through the staff/student newsletters/staff email
- Specific training on new equipment and systems as required, e.g. access and egress systems

3.3 Supervision

All Cowley International College staff wear a St Helens Council employee ID badge. Senior Staff and staff on duty communicate by walkie talkie.

Arrangements for supervision of students are as follows:

Pre college day	Teaching Staff/TAs on duty rota
Lesson time	Teaching Staff/Senior Learning Assistants/ Cover Supervisors
Break	Teaching Staff/YCs/TAs on duty rota
Lunchtime	Teaching Staff/YCs/TAs/Midday Supervisors on duty rota
After college day	Staff on duty rota/Activity Leaders

3.4 Registration Procedures and Controls

General:	All students are required to attend registration in their designated room for 8.35 am prior to attending any activity. Form tutors complete Lesson Monitor.
Late Book:	Students who are unable to attend registration for whatever reason must sign the late book held in Reception.
Out of School Activities	Responsible staff are required to give a list of students taking part in the activity to the Office prior to leaving.
Ad hoc absence:	Individual students leaving the College site during the day must sign out at the Office and have a note signed by a parent/carer and countersigned by their Head of Achievement/Year Co-ordinator. A pass is issued to students from the Office to confirm, if challenged that they have permission to be out of College.

3.5 Procedures for collating information and for checking absentees

Registration

- Parents/carers are requested to contact the College by 8.30 am to report any absence, giving a reason for absence and some indication, if known, of the likely length of absence.
- Any member of staff receiving a message reporting a student absence must communicate this information as soon as possible to the Office.
- Parents of students not accounted for will be contacted via the electronic messaging system.

3.6 Control of Visitors

Procedures for management of visitors are as follows -

- All staff will consider the suitability of visitors prior to invitation.
- All visitors are required to report to and sign in and out at the 11-16 Main Office/Sixth Form reception with details of their name, organisation, purpose of visit, car registration and time of arrival/departure.
- Staff are encouraged to use the Reception Area interview room when conducting interviews with visitors.
- All visitors are presented with a Visitor Badge which provides them with Health and Safety information and this badge must be displayed on their person whilst they remain on the College site.
- Visitors will be collected by their host unless the visitor is known to have the relevant level of clearance, has had their ID formally checked and has been authorized by a member of the Senior Management Team to have unsupervised access to students, e.g. School Nurse, peripatetic music teachers.
- Visitors will be restricted to designated areas in accordance with their business at the College.
- Supply Staff, if on their first visit will be required to show Photo ID to the Cover Officer prior to commencing work.
- All persons on site without a visitor/ID badge will be challenged.

3.7 Control of Contractors

Contractors and maintenance personnel will not always have been DBS checked and therefore they should not have unsupervised access to students.

Contractors will be controlled as follows –

- Required to sign in and out at 11-16 site reception and be required to wear a visitor badge as well as their own Photo ID.
- Park only where authorised to do so.
- Only carry out work agreed at the start of the contract and at the times agreed.
- Supervised at all times by Premises staff; this does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised students.
- If requiring access to site outside of office hours they will be required to contact the Facilities Manager/Premises staff in advance.
- Required to adhere to Council contract preliminaries.

3.8 Controlled Access

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

The extent of physical controls, such as fences, have 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. Cowley International College has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our students and staff.

The access control procedures are –

- Visitor access to both 11-16 and Sixth Form sites have single point of access entrance via the reception desks and are manned as follows:
 - 11-16 08:00 to 17:00 (Monday to Thursday)
 08:00 to 16:30 (Friday)
 - Sixth Form 08:00 to 16:30 (Monday to Thursday)
 08:00 to 16:00 (Friday)
- Reception areas are clearly signposted.
- Designated entrances, restricted for staff use have security access control systems installed. Security codes are kept confidential at all times.
- The Gamble Avenue gate to the 11-16 site is for use by students and staff only and is manned during the College day. From 15:05 to 17:00 (Monday to Thursday) and 15:05 to 16:30 (Friday) access is via an intercom through to the Main Office.

3.9 Site Security

- Perimeter/boundary fencing fully encompasses the site.
- Separate vehicle and pedestrian routes are in operation.
- External areas which are vulnerable to crime and arson are well lit and prominently positioned.
- Ironmongery is in line with guidance from Secured by Design.
- Floodlighting covers all areas of the College site.
- Extensive CCTV is in operation. Signage is in place to indicate that CCTV is in operation.
- St Helens Council Security undertake night time checks outside of normal hours.
- Main external gates are open from 06:00 to 08:35 and from 15:05 to 15:20 with the exception of the Gamble Avenue entrance to the Sports Hall Building which remains open when lettings are taking place.
- The bicycle enclosure will be opened until 08:35; it will then be locked until the end of the school day.
- In line with fire safety regulations, fire doors are not locked until all staff have vacated the buildings. At 6.15pm, if no activities are taking place, the doors to the Sixth Form are locked. Premises staff will then proceed

to lock the rest of the buildings finishing with the 11-16 site at approximately 7pm.

- Any member of staff who needs to go into an area of the College after it has been locked must contact the Premises staff to let them know they are on site and inform them when they leave. If the member of staff has their own key they must still make contact to ensure the security alarm is not turned on before the building is empty. Staff must ensure that the building is re-secured on leaving. Windows must not be opened after they have been secured as part of the locking up routine. Staff must ensure that they maintain security in their own areas by locking doors, closing windows and putting lights off when they leave.

3.10 Security of Assets and Data

- Staff and students are discouraged from bringing any valuable personal property into College.
- Personal property will remain the responsibility of its owner and no insurance is held for loss or damage to personal property.
- Lost property of value will be handed into the Main Office on the 11-16 site where it will be kept for 6 months before disposal.
- Lockers are available to students although these are not be used to store valuable personal items.
- Procedures for the safekeeping of valuables during PE and Games lessons are in place and staff will ensure that valuables handed in through this process are secured for the duration of the lesson.
- An Asset Register is maintained of all items with a value over £100 or portable and attractive, including all ICT equipment.
- Servers are located in purpose built accommodation and an ICT Continuity Plan is in place.
- Data Protection Policy is in place.
- A Loan of College Equipment Policy is in place to cover assets taken off site by staff.
- Staff will ensure that the assets of the College are safeguarded at all times.

3.11 Security of Money

- Staff will follow the Financial Procedures Manual and Internal Financial Regulations.
- An online payment system is in operation to reduce the amount of cash held in school.
- Staff will avoid handling cash in visible areas.
- Staff and students will handover payments to the Finance Manager the earliest opportunity and a receipt will be issued.
- Staff handling money/pocket money on visits/holidays will ensure money is exchanged in the presence of another member of staff and copious records are maintained including receipts obtained for all purchases made.

- Safes are located in the Finance Office and Main Office (11-16 site) and in office behind reception (Sixth Form site).
- A Cash in Transit service is in place.

3.12 Lone Working

The College has a Lone Working Risk Assessment for staff who fall into this category. Staff at high risk, e.g. Premises staff, will receive appropriate training.

3.13 Medicines

A Supporting Pupils in School with Medical Conditions Policy is in place. There are occasions when students may be prescribed treatment where medicines are needed during the College day, e.g. antibiotics, insulin, spare asthma inhalers. Parents will provide such medicines in the original containers and labeled with the student's name; these will be kept in a locked cupboard in the Medical Room/Main Office.

3.14 Crime Prevention and Police/College Liaison

The College takes advice from the Police and Crime Prevention Unit where required. The College is fully committed to the Safer Schools Partnership and has a full time police officer on site during term time.

4 Risk Assessment

As required by the Management of Health and Safety at Work Regulations 1999 an assessment of security risks has been carried out. The Risk Assessment is reviewed annually by the Business Manager. The findings will be used in the review of this Security Policy.