



Dixons City Academy

Policy Documentation

Policy: Security

Responsibility for Review: Operations Manager
Date of Last Review: August 2017

Security

Statement of Policy

The Academy is committed to providing a safe place of work. This applies to all users of the premises and is intended to maintain uninterrupted teaching and learning for all staff and students.

The aim is to achieve:

- A safe place of work for all members of the Academy community.
- A safe place to learn for all students.
- Protection of property against theft, fraud and damage.

Procedures:

The first priority is to recognise the duty of care to our students. This is further emphasised within our Health and Safety Policy and procedures.

It is essential that no individual obtains unauthorised access to the Academy. To help effect this, the following measures are in place:

- Magnetic locks have been fitted to the main entrance doors and entry, other than at key times, visitors will require an intercom communication to the reception desk.
- All visitors will be asked to produce identification on arrival at the Academy and will be asked to sign in at the reception desk via the InVentry system and will be provided with a visitors badge lanyard and should be worn/remain visible at all times.
- All Academy employees are required to wear an identification badge which shows their name and photograph. This should remain visible at all times.
- A member of staff is on duty each break, lunchtime and immediately after school in the reception area with the prime intention of preventing any unauthorised entry.
- Staff must always enquire as to the business of anyone whom they do not recognise.
- CCTV cameras are located throughout the Academy building and grounds. Please refer to the CCTV Policy.
- There is a CCTV camera situated close to reception desk monitoring entry and exit through the main doors i.e. staff/student and visitor's entrance.

Keys:

The Site Manager is responsible for key management and a register is in place detailing all key holders. All staff are responsible for locking their classrooms, workrooms and offices and security Academy property such as lap tops at the end of each Academy day.

Security Guards:

Security Guards are employed between the hours as detailed below:

Monday to Wednesday – 3.30 p.m. – 8.15 p.m.

Thursday to Friday – 2.30 p.m. – 8.15 p.m.

Saturday – 8.00 a.m. – 1.15 p.m.

Outside of these hours there is off-site monitoring.

General:

The Academy is protected by external CCTV, the monitors for which are at the reception desk. Academy Guards and reception staff are aware of the procedures to contact the Police when deemed necessary.

The Academy is also protected by a burglar alarm which is linked to a local external security company.

All external doors not regularly in use are on this burglar alarm system. Additionally those doors which are only in use for parts of the day are controlled by electronic magnetised locks.

There is a separate Group Health and Safety Policy which refers to the whole Academy Health and Safety procedures. This, in turn, refers to the separate Fire and Emergency Procedures.