



BREWOOD CE MIDDLE ACADEMY

SECURITY POLICY STATEMENT

We value and cherish every member of our community and celebrate their uniqueness.

Our values led curriculum promotes a love of life and learning inspiring every individual to be a respectful, resilient, and faithful global citizen.

*"Let all that you do be done in love."
1 Corinthians 16:14*

Respect, Faith, Resilience

Purpose:

The purpose of these controls is to ensure the safety and security of all members of the school community and security of resources, information and equipment. They are introduced to minimise the possibility of attacks to our security. They are there to act as a deterrent as well as providing a physical barrier to unauthorised access to our premises and removal of school and personal belongings.

CCTV cameras which monitor areas of the school grounds are constantly in operation, the recording equipment is located in the school office. Access to recordings is by secure password. Detailed instructions regarding the equipment are held in the Bursar's office.

It is important that everyone recognises the possibility of unauthorised persons gaining access to the building which may encompass a number of motives ranging from theft, vandalism to physical harm of children and staff. Each and every one of us has a responsibility for investigating the unusual situation, the person we do not recognise passing the window or making sure that a piece of valuable equipment is kept in a secure place.

The school will carry out 'lockdown' procedures (Invacuation) each term to test the security of the premises and site and make appropriate improvements as a result.

Procedures:

Visitors:

All visitors must report to reception and sign into the 'E-reception' software. Visitors must agree to abide by the safeguarding procedures of the academy and read the general information about visiting the school. Once visitors have signed the [screen](#) they are given a visitor's badge. They are reminded to switch off their mobile phones. At this point the security door is opened by office staff to admit visitors into school; they are met by a member of the school staff who has arranged to visit and taken into school.

Pupils and staff must not open the reception door to visitors – they must be allowed in by the office staff after being cleared by the intercom and screen. The internal glass security door outside the office ensures visitors are kept in the reception area and cannot enter the main building unless authorised by staff. If pupils need to visit the office they ring the door bell on the office door and wait until staff can help them. Pupils must not press the green button and go into the reception area or allow visitors into school through this door unless supervised by staff.

Particular care is required during school open days and visitors to the school after school hours. The Caretaker and cleaning staff should pay particular attention to anyone intending to visit the school and trying to gain unauthorised access.

Pupils:

Pupils are not allowed through the reception entrance – they should use the usual pupil entrances which are:

- Year 5 Technology door by Tech 1
- Year 6 Key Stage 2 door by Room 1 & 2
- Year 7 KS3 Pupil entrance door
- Year 8 KS3 Pupil entrance door

(Exceptions e.g adverse weather may be made to the above after consultation with the Head of School/ Assistant Principal).

Pupils must not be allowed in locker areas during the day (except to collect PE kit) , bags must be emptied at the beginning of the day.

Valuable items must not be brought into school by pupils. Should this be necessary due to sleepovers etc items must be taken to the office for safe keeping.

Mobile phones

Phones that are deemed 'necessary' by parents must be turned off and placed in a tray (found in the KS3 entrance) at the beginning of the school day. Parents **MUST** have given permission for these phones to be in school and should have communicated the reason for this to a member of SLT. Any pupil contravening the policy on mobile phones in school will be dealt with according to the sanctions policy.

Doors and Gates:

All external doors must be kept locked at all times, combinations to the locks need to be kept secure and are only to be made known to staff. Combination numbers will be changed at regular intervals.

Fire doors must be kept clear at all times.

All external doors have appropriate signage directing visitors to reception.

Some key internal doors e.g. Site Supervisor's Office, Exec Principal's Office, ICT Room also have key coded locks on them.

Perimeter gates to the school playground and rear access to Dirty Lane should be kept locked at all times. Coded key cases hold key to the gates for emergency evacuation of the site.

Trespass

All incidents of trespass will be reported to LAC at the appropriate Local Academy Committee meetings or directly to the Chair of LAC, if appropriate.

Internal Doors

Locks are fitted to all classrooms and offices. These rooms will be locked when closing the school at night. Should an intruder gain access to the premises this will prevent them having full movement around the building.

Car Park Barrier

The barrier is there to control access of vehicles to the school site. Parents will be expected to drop their children off outside the school grounds. The barrier will be raised at 4:15pm to allow parents to collect children from after school activities. It will be locked down at 7:00pm when closing the school. Members of the school office have a list of those parents allowed to bring vehicles on to the school grounds, this has been agreed with the Exec Principal.

Windows:

All windows should be closed and locked if possible at the end of the school day.
All curtains / blinds should be closed at the end of the school day.

Filing cabinets:

We all have a responsibility to keep information secure, cabinets should be locked at the end of the school day and the keys kept in a safe place.

Passwords:

Similarly information held on computers needs to be kept secure, passwords should not be given to others. Passwords should be changed at regular intervals. Computer screens should be locked when not in attendance.

Pen sticks should not contain any personal information about staff or pupils. These pen sticks should be encrypted.

Valuable items:

School laptops housed in a locked trolley must be left in a secure place and locked away at night; laptops are accessed via keys from the front office.

Smartwater has been applied to valuable items around the school building; a log of these items is held by the bursar.

Staff laptop computers are not covered by the school insurance when off the premises or in cars. Staff will need to make their own arrangements for insurance at these times. When transporting laptops in the car they should be locked in the boot.

Personal property is the responsibility of each individual. The school cannot take responsibility for any personal items whilst on school premises.

Valuable items should be kept in the school safe if they are not about your person.

In classrooms, car keys, brief cases, handbags and similar items should be kept out of sight in a secure place preferably in a locked drawer or cupboard. Staff lockers are available. Particular care is taken with bags and wallets in school, there have been several instances in other schools where cheque books and credit cards have been stolen.

Pupils must **not** bring valuable or sentimental items to school. All pupils have lockers but these are for small bags, coats, sports gear and work items. They are **not** lockable and should not be used to store valuable items.

If pupils get changed for PE/games we ask pupils to be responsible for their own property or to not bring in expensive items at all. This includes expensive watches such as Smart Watches. If pupils wear Fitbits for PE use - they should not be removed and left unattended (only bring these into school on designated PE days). Staff cannot be responsible for looking after these. They are entirely the responsibility of the pupil. The school cannot accept liability for the loss of any such items.

Resources and Equipment:

All books should be stamped with the school stamp.

Items for use in lessons should be counted in and out and checked regularly.

Staff should be alert to the possibility of portable items being removed and take appropriate action to ensure that they are protected as far as possible.

The teacher's desk is ALWAYS out of bounds and children must be trained that this is the case.

Policy formulated November 2004

To be reviewed annually in the Spring Term

Appendix 1 - Physical Education safeguarding / security - BMA

Appendix 2 - H&S & Security overview

Signed  Chair of LAC

Date..... 2 MAY 2025

Appendix 1

Brewood CE (c) Middle Academy

Physical Education Department

Site security/safeguarding for PE lessons

The following procedures are in place to ensure a safe and secure site when we leave the school for PE on the field;

- Changing rooms are locked when all children are changed
- The PE doors are self-locking and are closed when we leave for a PE lesson
- Where possible, lessons on the field are taught in 'double groups' enabling 1 member of staff to lead the pupils out and the 2nd teacher to lock the gate once all pupils are outside
- Where 'double groups' is not possible (Autumn term 1), pupils remain with the teacher until he/she has locked the gates
- Teachers will be equipped with a 'walkie talkie' with an open line to the school office
- Should a pupil need to return to school in the event of an injury, teachers can contact the office via the 'walkie talkie' and arrange for a First Aid trained member of staff to meet the pupil at the gate. Depending on the nature of the injury, the 'casualty' could be accompanied by 2 peers who return together to the field once the 'casualty' has been collected.
- On returning from the field, teachers gain entry back into school via the coded door next to the window of room 7 using the security code and then let the children in via the PE doors and unlock the changing rooms

Mr M Cartwright - Leader of PE

January 2023

Appendix 2

No make up or fake tan

Only ONE gold or silver stud should be worn in each ear. It is helpful if piercing could be done at the beginning of the summer holiday to allow for healing.

No other body piercing.

No nail varnish, acrylic nails or eyelashes are allowed.

These may cause harm to other pupils in contact activities or disrupt learning.

No tight fitting trousers or short skirts.

No trainers, boots, sandals or canvas pumps.

Black hair-bands only

No valuables!

No other form of jewellery including wrist bands etc.

No dyed hair, hair extensions, hair braids or ornate, colourful hair accessories.

NO Chewing gum

Pupils should not bring expensive items such as expensive watches ie. SMART watches into school. Personal entertainment equipment must never be brought into school.

Health & Safety and Security

No Spinners

FITBITS can be worn by pupils for PE use (but not removed) - staff are not responsible for looking after these.

The school cannot accept liability for the loss of any such items

Mobile phones may be brought into school, but must be turned off and handed in to staff at the beginning of the school day (prior signed consent must be given by parents)

Banned items under Searching, Screening & Confiscation Policy:

- Knives, scissors or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco & cigarette papers
- Fireworks
- Pornographic images
- Lighters, matches or flammable substances eg. Aerosols
- Electronic cigarettes or vaping products