



# **Dixons Allerton Academy**

## **Policy: Security**

**Responsibility for Review: Senior Leadership Team**

## Statement of intent

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

Signed by :.....

Date:.....

(Principal)

Signed by :.....

Date:.....

(Chair of Governors)

## **Aim**

The aim is to achieve;

- a safe place of work for all members of the Academy staff
- a safe place to learn for all scholars
- protection against theft, fraud and damage.

## **Procedures**

The first priority is to recognise the duty of care to our scholars and staff. This is further emphasised within our Health and Safety 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 external 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 and will be provided with a visitor's badge, which they will be asked to ensure is visible on their person at all times. Please refer to the Visitor's Procedure
- all Academy employees are required to wear an identification badge which shows their name and photograph. This should remain visible at all times
- staff are on duty each break, lunchtime and immediately after school with the objective of scholar safety and to prevent 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.

## **Keys**

The Site Manager is responsible for key management. All staff are responsible for locking their classrooms, workrooms and offices and securing Academy property such as lap tops at the end of each day.

## **General**

Please refer to the Security risk assessment and safe working procedure.

The Academy is protected by CCTV, the monitors for which are at the reception desk and in the office of the PA to the Principal.

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

There is a separate 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.