




Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

SECURITY POLICY & PROCEDURE

Approving Body	B.M.A.T.
Date of First Approval	Nov. 9th 2016
Date of Last Amendment	
To Be Reviewed	
Responsible Officer	

I. INTRODUCTION – POLICY AND SCOPE

1. BMAT endorses and accepts the DfE guidance on School Security (June 1997): Dealing with Troublemakers.
2. This policy aims to:
 - a. Provide a safe environment for both staff and students, whether in the classroom or the school grounds.
 - b. Record details of all visitors to the school.
 - c. Allow students and staff the freedom to move around the school site with the knowledge that they are in a safe environment.
 - d. Provide a safe area for staff and students in the event of a fire and provide exit points to that area.

II. VISITOR ACCESS

3. Visitors should enter the school site by the main gates only and should report immediately to Reception, where they will be issued with a Visitor's Pass.
4. All visitors working with children will be asked to produce photographic ID.
5. All delivery drivers should report initially to Reception, from where they will be directed to their delivery point.
6. If visitors require access to the school, they should be given a Visitors' Pass to wear and then should wait in the waiting room, until a member of staff arrives to meet them.
7. All visitors should be returned to Reception at the end of their visit and use their pass to register their time of leaving.

III. PERSONAL BELONGINGS

8. BMAT does not encourage staff or students to bring valuable items on-site, but should they do so, they are the responsibility of the individual and should be stored securely.
9. Cash is stored securely and kept to a minimum.

IV. DEALING WITH TROUBLEMAKERS

10. The following is a summary of the relevant key points outlined in the DfE Document 'Dealing with Troublemakers'. All SLT members should be conversant with the whole document.

11. CCTV is installed throughout the Trust to monitor incidents and provide evidence when investigating misconduct and allegations of criminal activity.
- a. In any incident staff should consider their own and other students personal safety as the first priority. No action should be taken by any member of staff if, as a consequence, their own safety would be threatened.
 - b. All incidents **must** be reported. The more information that is recorded the easier it will be to follow up any incidents.
 - c. Staff should not act in any way that could provoke or increase the risk of an incident occurring.
 - d. If staff are in any way unclear of what they should do they must contact a member of SLT immediately.
 - e. If the school security arrangements are adhered to, then the risk of any incidents occurring will be kept to a minimum.

12. Trespass:

- a. Trespass is generally a civil, rather than a criminal offence.
- b. BMAT and its grounds are private places, and anyone entering without permission (including pupils, ex-pupils, excluded pupils and parents) is trespassing, and may be asked to leave.
- c. BMAT can consider an injunction against persistent trespassers.
- d. A trespasser refusing to leave the premises, or entering after being required to leave may be committing an offence under the Education Act 1996. Police officers and other authorised people can use reasonable force to remove someone suspected of committing an offence under the act.
- e. A letter can be sent to trespassers warning them of the possibility of action being taken.

<u>Trouble</u>	<u>Staff Action</u>	<u>Options for Action</u>	<u>Penalties</u>
Trespass	Staff inform SLT or Site Manager	Person asked to leave	
Trespasser refuses to leave or causes disturbance	Incident Report submitted	Police officer or authorised person removes trespasser. BMAT warns trespasser by letter. Official proceedings instigated.	£200 fine or parent of under 16 may be bound over

Trespasser causes a breach of peace	Incident Report submitted	Police may arrest and charge.	Up to 6 months imprisonment for failure to comply with binding over order of the court.
Trespasser causes loss or damage to property or disruption of school activity	Incident Report submitted	BMAT may take civil action to seek compensation.	Damages may be awarded
Trespasser causes deliberate or reckless damage	Incident Report submitted	BMAT reports incident to police.	Maximum 10 year sentence unless the act endangered life then possible life sentence
Trespasser persistently enters school premises	Incident Report submitted	BMAT seeks injunction.	Substantial penalties if injunction breached

13. Offences not Involving Assault:

- a. Causing harassment, alarm or distress to staff, on or off BMAT premises, could be an offence under the Criminal Justice and Public Order Act 1994.
- b. Threatening, abusing or insulting staff or pupils, on or off BMAT premises, could be an offence under the Public Order Act 1986.
- c. Relative factors, such as age of alleged offender and victim and the extent of the challenge to authority should be considered.

<u>Trouble</u>	<u>Staff Action</u>	<u>Options for Action</u>	<u>Penalties</u>
Person causes intentional harassment, alarm or distress	Staff inform SLT or Site Manager. Incident Report submitted.	SLT warns person to stop. Police officer warns person to stop and has power to arrest.	Maximum penalty £5000 and/or six months imprisonment
Person uses threatening,	Staff inform SLT or Site Manager.	SLT warns person to stop. Police	Maximum penalty £5000 and/or six

abusive or insulting words or behaviour, or disorderly behaviour	Incident Report submitted.	officer warns person to stop and has power to arrest, if person continues behaviour	months imprisonment
Person pursues course of action which causes another harassment	Staff inform SLT or Site Manager. Incident Report submitted.	Individual should report incidents to police. Police bring proceedings	Maximum penalty £5000 and/or six months imprisonment
Person pursues course of action which causes another to fear that violence will be used against them.	Staff inform SLT or Site Manager. Incident Report submitted.	Individual should report incidents to police. Police have powers of arrest	Maximum penalty: unlimited fine and/or five years imprisonment. Restraining order may be issued by court

14. Assault:

- a. Although there is no power to arrest for common assault, it is still a serious offence and can lead to imprisonment. It does not have to involve physical injury or even contact.
- b. Assault causing actual bodily harm is an arrestable offence, punishable by imprisonment.
- c. BMAT will report assaults of this nature to the police.
- d. Fights between pupils will be treated as disciplinary offences. More serious assaults should be reported to the police.
- e. BMAT will assist the police by recording all details of incidents.

<u>Trouble</u>	<u>Staff Action</u>	<u>Options for Action</u>	<u>Penalties</u>
Person assaults or batters another person.	Staff inform SLT or Site Manager. Incident Report. If it involves a fight between two pupils a detailed incident note should be completed	SLT investigate and record evidence, including photographs. School or police may restrain assailant with reasonable force to protect victim and prevent assailant	Maximum penalty £5000 and/or six months imprisonment. Different penalties for younger person.

		committing a further crime. Assailant may be arrested for breach of the peace.	
Person assaults another person causing actual bodily harm.	Staff inform SLT or Site Manager. Online Accident/ Incident Report submitted by First Aid Officer. If it involves a fight between two pupils a detailed incident note should be completed.	SLT investigate and record evidence, including photographs. School should call police. Police may arrest assailant	Maximum penalty 5 years imprisonment

15. Offensive Weapons:

- a. It is an offence under the Offensive Weapons Act 1996 to carry, without reason or authority, a knife or offensive weapon in or around schools.
- b. This applies to all knives other than folding pen knives with a three inch or smaller blade. Exceptions to this include knives for educational or religious purposes.
- c. Except in cases where there is no doubt that the incident is innocent or poses no threat, the police should always be called.
- d. Where there is reasonable belief that a pupil might be carrying an offensive weapon, senior staff can, before police arrive, search a pupil.
- e. A confiscated weapon should generally be handed over to the police as soon as possible.
- f. The police can enter and search a school for an offensive weapon.

<u>Trouble</u>	<u>Staff Action</u>	<u>Options for Action</u>	<u>Penalties</u>
Weapon or knife is suspected to be on school premises.	Staff inform SLT or Site Manager immediately. Incident Report submitted.	SLT call police.	Police may enter BMAT and search for weapon. Weapon may be seized and removed.
Person carries a weapon or knife on school premises in	Staff inform SLT or Site Manager immediately.	SLT calls police. Police officer may arrest person.	Carrying a knife – 2 years imprisonment and /or unlimited

circumstances not subject to statutory defences	Incident Report submitted.		fine. Carrying a weapon – 4 years imprisonment and/or unlimited fine. Lower penalties for 10 – 17 year olds. Additional penalties may be imposed on parents.
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