



MWASHITA ACADEMY

Security Policy

Risk Awareness

Criminal damage, burglary, theft, and arson pose a persistent threat to the Academy and its contents. The lives and safety of employees and students may be jeopardized in some instances. A successful school-based criminal attack will have at least one of the following outcomes:

- loss of equipment
- loss of records
- loss of community facilities
- drain on resources
- demoralisation of staff and pupils
- disruption of school life
- displacement of staff and students
- total loss of school

Whatever the outcome, any criminal attack on the school will surely have an impact on the school's operations. As a result, every reasonable precaution should be taken to avoid it. The nature of the likely risks, previous incidents, the local environment and changing conditions, the potential cost of crime (including repair and replacement costs), and the scope of consequential losses, such as timetable disruption and inconvenience, must all be considered to identify the most appropriate, cost-effective security procedures and measures. A security risk assessment will be done annually to this aim, and the results will be used to inform this policy.

Aims and Objective

The Founder/the Executive Chairperson and directors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees, and visitors to Mwashita Academy. The school's security procedures will operate within the framework described in this policy.

- Where appropriate the Directors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Board of Directors through the Board of Governors will provide staff with enough resources, information and training to implement the security procedures.
- The Board of Directors through the Board of Governors, where appropriate, will 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 school community.

Roles and Responsibilities

Board of Directors

The Board of Directors through the Board of Governors will ensure that the school has a security policy and that this has been implemented. The Projects Manger will monitor the performance of the school security measures. This will be achieved:

- Directors will periodically review the school's security policy.
- Directors will delegate the day-to-day implementation of the policy to the Vice Principal.

The Principal:

The Principal has overall responsibility for policy, organization and arrangements throughout the school and is responsible for the effective implementation of the security policy and for encouraging staff, through regular monitoring, to implement security arrangements. In particular the Principal will:

- Set up arrangements in school that comply with the security policy agreed by Directors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.
- ensure parents are informed of the security policy
- instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for security matters outlined within the Security Policy;
- ensure that security is taken into account when considering any proposed or impending changes e.g. building works, room allocate or usage, etc;

The Projects Manager

The Projects Manager is the advisor to the Principal on security within Mwashita Academy and is responsible for the co-ordination of security management throughout the school. The Projects Manager will:-

- review the Security Policy annually and when significant changes occur within the organisation of the school;
- have general oversight on security and monitor this on behalf of the Principal;
- undertake an annual security risk assessment and prepare recommendations for discussion with the Principal and Board of Directors
- make recommendations to the Principal and Board of Directors for matters requiring immediate attention;
- publicise security matters;
- ensure routine security checks are carried out by the security details;
- meet with the Principal and prepare termly reports for the Board of Directors;
- include security in the annual premises action plan to present to the Board of Directors so progress and budget requirements can be planned for;
- ensure all incidents are reported to the police
- Maintain the school inventory and ensure all valuable equipment is asset tagged, labelled and included on the inventory
- Undertake an annual check of the inventory
- Ensure lettings do not compromise school security and brief hirers on school security procedures

Chief Security Officer

The Chief Security Officer will ensure:-

- The site is checked every day even during holidays
- Undertake all required security checks, including perimeter fences and checking of locks/gates
- All external doors and perimeter gates are secured by 5pm each day
- Maintain a key log and car park keys

- Ensure laptops are locked in laptop trolleys, projectors are secured and the terms of the school insurance policy are implemented
- Monitor site security and liaise with police Ensure external lighting is maintained in good condition
- Ensure cleaners and other contractors working in the school understand and respect school security procedures
- Check all doors and windows are secure at the end of the day, set alarms and check there are no trespassers on the school site

All Staff

All employees have a responsibility to ensure that they act with all reasonable care with regard to the security of the premises, staff and school equipment. In particular, all staff have a responsibility to:

- secure windows and doors when rooms are not in use and upon their departure at the end of the day.
- Ensure the perimeter gates and external doors are closed when they leave
- Challenge anyone walking around the school who is not meant to be there and ask them to report to reception to sign-in
- Ensure the security of valuable equipment such as cameras and laptops by ensuring they are locked away when not in use
- Ensure laptops are kept secure when taken off school premises and not left on display in cars or left in car boots overnight
- Ensure data and information is secure through careful protection of passwords, memory sticks, awareness of security of confidential information
- Report any security concerns to the Projects Manager.

Physical Security

The physical security of any site has three distinct aspects. These are the:

- perimeter
 - external protection of buildings within the perimeter
 - protection of specific vulnerable or sensitive areas within buildings
- Perimeter security on its own is not sufficient – it is not possible to make the perimeter of the school completely impenetrable. Instead, these three aspects need to work together.

Perimeter

The fences and locks are checked daily by the Chief Security Officer.

Main Entrance Gate

The school gates should be locked at all times to ensure the safety of children, the security of staff cars and also the security of the overall buildings and safety of staff.

Exterior Lighting

The Chief Security Officer is responsible for checking that all outside lighting is working efficiently to ensure the security of staff cars and also the security of the overall buildings and safety of staff.

Safeguarding personal property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Staff and students should be encouraged to take an active interest in the security of their personal property whilst on the school premises or engaged on school activities elsewhere. The loss, theft or vandalism of personal property can create distrust and suspicion and can lower morale.

Students should be discouraged from bringing valuables to school unless they are necessary for a particular lesson or activity. Lost property should be handed to the school office where it will be kept for 6 months before disposal.

Vigilance

Under no circumstances should visitors be permitted to remove items of the school's property, or the property of staff or students, unless the person witnessing the event has personal knowledge of their identity and their authority to do so. Walk-in thieves, sometimes under the guise of equipment repair personnel, can be extremely plausible in manner and appearance and staff need to be aware of the dangers.

Pupils who encounter anyone whom they do not recognise as a legitimate visitor should report their concerns to staff. Casual access to parts of the premises should, as far as possible within the limits of safety, be prevented by physical means. As a general rule, visitors should be escorted to and from their destination within the school.

Adoption of Policy

Policy adopted on: 10th June 2022 by the Board of Directors and signed off by

Dr. Weston Mwashita

Designation: Executive Chairperson and Founder

Signature:



Representing the Board of Directors

Date of Review	10th June 2022
Date of next whole policy review	June 2023