



# Security Policy

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## Contents

Introduction .....	2
Aims .....	3
Responsibility for the Policy and Procedure.....	3
Role of the Head of College .....	3
Role of the Senior Leadership Team.....	4
Role of the Site Manager .....	5
Role of the College Personnel.....	5
Role of Learners .....	5
Role of Parents/Carers .....	5
College Security Audit.....	6
Risk Assessments .....	6
Security Procedures .....	6
Security Measures.....	7
Visible ID .....	7
Key Holders .....	8
Managing Anonymous Telephone Threats .....	8
Dealing with Suspicious Items.....	9
Dealing with a Suspicious College Mail.....	10
Dealing with Protests from Parents and Others .....	10
Training .....	11
Reporting .....	11
Role of Parents/Carers .....	11
Raising Awareness of this Policy .....	12
Equality Impact Assessment.....	12
Monitoring the Implementation and Effectiveness of the Policy .....	12

## Introduction

We believe this policy should be a working document that is fit for purpose, represents the college ethos, enables consistency and quality across the college.

We have a duty under the Education Act 2002 and the Children Act 2004 to safeguard and promote the welfare of children and to safeguard and promote the welfare of college personnel and people who use the college under the Health and Safety at Work Act 1974.

Therefore, we believe it is essential to have in place exceptional college security systems to protect learners, college personnel, visitors and equipment. Parents need to feel confident that everything has been done to create a safe and secure learning environment for their children. Our principal aim is to ensure the personal safety of the whole college community and will have in place effective college security procedures.

However, it is not our intention to turn the college into a fortress but to create a balance between a warm and welcoming learning environment combined with sound security systems and procedures. We want learners to feel safe in a college that provides a safe and secure environment.

We believe it is essential that risks to the health and safety of our learners, staff, buildings, college grounds, visitors and college events must be controlled through regular risk assessments as we wish to provide a safe, secure and healthy college environment.

We wish to comply with all relevant legislation such as the Occupiers Liability Act 1954 where we have a duty to ensure contractors, and even trespassers to the college site, do not suffer injury while on the college premises by having in place effective safety procedures.

We wish to work closely with the Youth Participation Group and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that learners should be encouraged to form and to express their views.

We as a college community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates into all aspects of college life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this college to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this college.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## Aims

- To protect learners, college personnel, visitors, buildings, grounds and equipment from damage, arson and theft.
- To provide a secure environment for learners, college personnel and visitors to the college.
- To create a feeling of security awareness throughout the college community.
- To ensure parents feel confident that everything is being done to create a safe and secure learning environment for their children.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other colleges and the local authority to share good practice in order to improve this policy.

## Responsibility for the Policy and Procedure

### Role of the Head of College

The Head of College has:

- Appointed a Premises Manager to put into practice college security measures;
- Delegated powers and responsibilities to oversee all college security measures;
- Delegated powers and responsibilities to the Senior Leadership Team to ensure all college personnel and stakeholders are aware of and comply with this policy;
- A duty to comply with all relevant legislation;
- Responsibility for ensuring that the college complies with all equalities legislation;
- Nominated a designated equalities person to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Work closely with the Senior Leadership Team
- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with the college is aware of this policy;
- Attend training related to this policy;
- Responsibility for ensuring all policies are made available to parents;
- The responsibility of involving the Youth Participation Group in:
  - determining this policy with the Head of College;
  - discussing improvements to this policy during the college year;
  - organising surveys to gauge the thoughts of all learners;
  - reviewing the effectiveness of this policy with the Senior Leadership Team;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

## Role of the Senior Leadership Team

The Senior Leadership Team will:

- Ensure risk assessments are:
  - have in place risk assessments that cover all aspects of this policy;
  - accurate and suitable;
  - reviewed annually;
  - easily available for all college personnel.
- Ensure all college personnel, learners and parents are aware of and comply with this policy;
- Work closely with the Head of College:
  - monitor security procedures;
  - have in place risk assessments that are:
    - accurate and suitable;
    - reviewed annually;
    - easily available for all college personnel.
  - have in place risk assessments that cover:
    - college security
    - college events
    - emergency plans
    - college grounds
    - college premises
  - undertake an annual security audit;
  - consider all suggested ideas from college personnel, governors, parents, learners and visitors for improvement;
  - inform parents of new and improved security measures.
- Ensure that security measures are in place and are effective;
- Ensure that all college personnel are aware of security procedures;
- Remind college personnel of security procedures especially before any college event when invited parents and the general public may compromise college security;
- Appoint new staff that are checked by the Criminal Records Bureau;
- Carry out routine security checks;
- Raise awareness of college security issues with college personnel and learners;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy by speaking with learners, college personnel and parents and by analysing the number of college security incidents in the last academic year;
- Annually report to the Head of College on the success and development of this policy.

## Role of the Business Manager

The Business Manager will:

- Lead the development of this policy throughout the college;
- Undertake an annual security audit;
- Maintain the security systems and equipment;
- Carry out routine security checks;
- Maintain a log of all security checks;
- Work closely with the Head of College and Senior Leadership Team;
- Provide guidance and support to all staff;
- Provide training for all staff on induction and when the need arises;
- Keep up to date with new developments and resources;
- Undertake risk assessments when required;
- Review and monitor;
- Annually report to the Head of College on the success and development of this policy.

## Role of the College Personnel

All college personnel will:

- Be aware of and abide by this policy;
- Undertake appropriate training in security procedures;
- Inform and remind learners of security procedures such as the reporting of unidentified visitors who are on the college site;
- Implement the college's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions on equality;
- Report any concerns they have on any aspect of the college community.

## Role of Learners

Learners will:

- Be aware of and comply with this policy;
- Abide by all security measures that are in place;
- Report to a member of the college personnel any person seen within the college wearing a visitor's badge;
- Listen carefully to all instructions given by the teacher;
- Ask for further help if they do not understand;
- Treat others, their work and equipment with respect;
- Support the college Code of Conduct and guidance necessary to ensure the smooth running of the college;
- Liaise with the Youth Participation Group;
- Take part in questionnaires and surveys.

## Role of Parents/Carers

Parents/carers will:

- Be aware that the college has a locked down policy but because of reasons of college security will not be made fully aware of all procedures;
- Be reassured that their children's safety and welfare is paramount;
- Be aware that during a lockdown all external doors will be locked, and no one will be allowed in;
- Be informed of any lockdown situation as soon as is practicable;
- Be advised not to contact the college when it is in lockdown as all telephone lines will remain open for direct contact with the emergency services;
- Be advised not to come to college until notified as they could prevent access to the college by the emergency services.

## College Security Audit

An audit of the college's security arrangements must be undertaken annually by the Business Manager and the Head of College with the completed document being presented to the Senior Leadership Team for discussion and consideration.

## Risk Assessments

Risk assessments should be created for any and all identified risks associated with building security and all staff should ensure they have read and understand these assessments. Any new risks identified should have a new assessment and risk assessments should be regularly updated on a continuing basis.

The security risk assessment should cover the following and should be reviewed annually:

- Learner and college personnel inside and outside the college building
- Entrances and exits
- Evacuation procedures
- Alarm systems
- Fire safety
- Flooding
- Dealing with intruders
- Violence
- Abduction of a learner
- Traffic management
- Suspected bomb threat
- Theft
- IT and Internet security
- Visitors, visiting speakers and contractors on site
- College events such as concerts, presentations and social events

## Security Procedures

All security procedures must be reviewed annually by the Head of College and Senior Leadership Team.

Each day college personnel must be aware of the following:

- Entrances and exits are secure

- Windows are secure
- Challenging unauthorized people on the college site
- Combustible material must be collected
- Alarms are switched on
- Outside lighting is switched on
- Security of valuables and personal possessions
- Visitors and contractors
- Wearing identification badges
- IT security and confidential information
- Dealing with suspicious parcels or objects
- College events

## Security Measures

The following security measures are in place:

- Access control system
- Audio entry
- Security lighting
- Burglar alarm
- Fire alarm
- CCTV
- Perimeter fencing
- Controlled entrance gates
- Window security
- Roof security
- Internal public address system
- IT security

## Visible ID

Liberty operates a visible ID policy for all people on site, including students, staff, visitors and contractors. Everyone in the building is expected to follow this policy and procedure by wearing lanyards. This policy is a key measure to support the Liberty's Safeguarding and Prevent strategies.

- Learners must wear a PURPLE lanyard with their student ID badge (YPG members wear a GREEN or ORANGE lanyard).
- Liberty College Staff must wear a BLACK lanyard with their staff ID badge
- Ohana Homes staff must wear a BLUE lanyard with their staff ID badge
- Authorised visitors must wear a YELLOW lanyard with a visitor slip (These are visitors for whom we have confirmed hold a DBS)
- Any other visitors must wear a RED lanyard with a visitor slip (Children and young people do not have to wear a lanyard and will be given a sticker instead). Visitors wearing a red lanyard must be supervised by a staff member at all times while on site.

It is the responsibility of all staff to challenge any person on site without a lanyard or wearing a red lanyard without a staff member supervising them. In the latter situation, the person wearing a red lanyard should be escorted to reception to wait for an escort.



Visitors to Liberty College must follow the signing in procedure and visible ID policy and state their reason for visiting. Staff should refuse entry to any person they feel poses a risk and contact the manager and police where appropriate.

## Key Holders

A limited number of staff have been issued a front door key to Liberty College's building. These staff members must sign the asset log in their HR file when they receive the keys and again when they leave Liberty's employment when they return the key.

Key holders must ensure their keys are kept safe and secure at all times. If they are the last to leave, they must ensure that the security alarm is set and the front door is securely locked. They must not give their key to any other person. Any staff member who loses their keys will be liable for the costs of changing the locks and acquiring replacement keys for all key holders.

If any of these guidelines are not followed the staff member may be subject to disciplinary action.

## Managing Anonymous Telephone Threats

College personnel especially college switchboard operators will be trained in managing anonymous telephone threats such as bomb threats. The procedures are:

- Take all anonymous threats seriously
- Stay calm and listen carefully
- Record the conversation via the voicemail recorder if possible, or
- Write down the main points of the conversation by asking:
  - Who they are?
  - Who do they represent?
  - Where are they calling from?
  - What is the location of the bomb/device?
  - What time will it detonate?
  - What does it look like?
  - What will cause it to detonate?
  - Who placed the bomb/device?
  - Why did you place the bomb/device?
- Once the call has concluded:
  - Inform the Head of College or Senior Leadership Team immediately
  - Inform the police
  - Dial 1471 to obtain the caller's number
  - Record the date and time of call
  - Length of the call
  - The sex of the caller
  - Approximate age
  - Nationality
  - Language
  - Caller's voice

- Background sounds
- Stay by the phone
- Provide the above information to the police

The Head of College or Senior Leadership Team will undertake the following action plan when dealing with an anonymous bomb threat:

- Inform the police
- Inform Senior Leadership Team
- Senior Leadership Team to organise search plans of the college building and grounds
- Discuss with the police whether to set in place:
  - evacuation plans and procedures or
  - invacuating plans and procedures
- Inform Senior Leadership Team of decision
- Evacuation / invacuation plans and procedures put into action
- Inform parents of the situation and to collect their children
- Inform the local authority
- Inform the police and the emergency services if a suspicious package / device is found
- Ensure the college building is evacuated and cordoned off

## Dealing with Suspicious Items

College personnel or visitors to the college must deal with any suspicious item that they may find directly outside the college entrance or within the college grounds in the following way:

**Confirm** whether the suspicious item:

- Displays any suspicious characteristics such as wires, batteries, tape etc.;
- Has been deliberately concealed from view;
- Has been lost by a learner, a parent, a member of the college personnel or a member of the local community;
- Poses an immediate threat to life and if so then undertake the following.

**Clear** the immediate area and:

- Do not touch the suspicious item;
- Move people away to at least a 100m;
- Ensure that everyone is shielded behind something and is out of view of the item;
- Cordon off the area and then undertake the following.

**Communicate** with:

- The police;
- The college informing them about the situation but continue to **control** access to the cordoned area  
(Recognising the terrorist threat (Gov.Uk))

## Dealing with a Suspicious College Mail

College office personnel may be concerned about a letter or package delivered by the postal service, a delivery / courier service or by hand if it displays any of the following:

- Greasy or oily stains emanating from the package
- Odours emanating from the package
- Small hole (s) in the envelope or wrapping
- Powders, liquids emanating from the package
- Unexpected items or materials found in the package on opening such as powdered, crystalline or granular solids: liquids; sticky substances or residues
- Unexpected odours observed on opening
- Sudden onset of illness or irritation of skin, eyes and nose

(Recognising the terrorist threat (Gov.Uk))

If a suspicious package is found, then the following will be implemented by the Head of College.

- Inform the police
- Inform Senior Leadership Team
- Discuss with the police whether to set in place:
  - evacuation plans and procedures or
  - invacuation plans and procedures
- Inform Senior Leadership Team of decision
- Evacuation / invacuation plans and procedures put into action
- Inform CMT of the situation
- Inform parents of the situation and to collect their children
- Inform the local authority
- Ensure the college building is evacuated and cordoned off

## Dealing with Protests from Parents and Others

In the event of a situation involving parents or others, escalating out of control from a peaceful protest to a situation where the Head of College feels the safety and well-being of learners and college personnel are at risk, then the Head of College will:

- Speak with the Senior Leadership Team to decide whether to:
  - organise a meeting with all relevant stakeholders to discuss the situation;
  - call on the support of the local community support officer;
  - prepare a statement to parents and the local press if need be.
- Ensure all college personnel are well trained in college security procedures such as:
  - lock down procedures;
  - dealing with protesters;
  - Courtyard safety;
  - entrances and exits;
  - evacuation procedures;

- alarm systems;
- fire safety;
- dealing with intruders;
- violence;
- abduction of a learner;
- traffic management;
- visitors, visiting speakers and contractors on site;
- college events such as concerts, presentations and social events;
- access control system;
- CCTV;
- perimeter fencing;
- controlled entrance gates;
- window security;
- roof security;
- internal public address system;
- personal alarms.

## Training

All college personnel:

- Have equal chances of training, career development and promotion
- Receive training on induction which specifically covers:
  - All aspects of this policy
  - Health and Safety
  - Risk Assessment
  - Safeguarding and Child Protection
  - Violence in Colleges
  - Intruders
  - Fire Safety
  - Visitors and Contractors
  - Equal opportunities
  - Inclusion
- Receive periodic training so that they are kept up to date with new information
- Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

## Reporting

College security must be a standing item at every Head of College meeting with reports being received and considered from the Senior Leadership Team.

All breaches of college security must be reported, recorded, investigated with an improvement being made to the college security procedure that was breached.

## Role of Parents/Carers

Parents/carers will:

- Be aware of and comply with this policy;
- Be asked to take part periodic surveys conducted by the college.

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- College Handbook/Prospectus;
- College website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- College events;
- Meetings with college personnel;
- Written communications with home such as termly newsletters;
- Annual report to parents;
- Senior Leadership Team reports to the Head of College;
- Information displays;
- Text messages
- Email
- Social media:

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any learner and it helps to promote equality at this college.

## Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Head of College.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Head of College for further discussion and endorsement.

## Liberty College Visible ID Policy

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This policy is a key measure to support the Liberty's Safeguarding and Prevent strategies.

Learners must wear a **PURPLE** lanyard with their student ID badge

(YPG members wear a **GREEN** or **ORANGE** lanyard)



Liberty College Staff must wear a **BLACK** lanyard with their staff ID badge



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Authorised visitors must wear a **YELLOW** lanyard with a visitor slip

*(These are visitors for whom we have confirmed hold a DBS)*



Any other visitors must wear a **RED** lanyard with a visitor slip

*(Children do not have to wear a lanyard and will be given a sticker instead)*