Eastern Community Campus Building Security Protocol

Staff (Eastern High & CAVC)

All staff must sign in and out at the start and end of the day using their fobs/app on the electronic InVentry system. If staff leave during the day to go to meetings, training courses, lunch etc, they must sign in and out of the campus in the same way. Any school staff who are absent through training courses and/or illness will be recorded by the office staff. **All staff should challenge and then report any unauthorised person(s) (without lanyard/visitor badge) they come across to a member of SLT / CAVC Senior Staff and/or the Estates team.**

The boundary Fence installed in front of the Plaza, includes four sets of gates, these will be open at start and end of day, these will close at 17.00 except the gate to the Carpark which will remain open until the building shuts at night. This Gate and barrier will close for safety reasons at 14.45 until 15.10 to allow safe egress of pupils.

Eastern High pupils

When pupils arrive or leave school premises between the start and finish of the school day they are required to sign in / out using the Inventry system (which links into ARBOR).

CAVC Students

Students must wear ID badges at all times. Students entering the Campus without ID will be asked to wait in reception until a member of CAVC is called to identify them. Students who have been DBS checked will have a yellow ID card*.

***Please refer to the CAVC risk assessment.**

Visitors

Before a visitor is invited to the Campus the Head teacher or a member of the Senior Leadership team (Eastern High/CAVC) must be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Permission must be granted by a member of the Senior Leadership team before a visitor is asked to come into the Campus. The Head teacher will advise of the level of supervision and pre visit checks required.

When the Campus is in operation visitors must report to the main reception where they will sign in and be issued with a visitor's electronic ID. They must then be collected by a member of staff. Prior to leaving the school, visitors must sign out.

Unannounced visitors will only be seen by staff in exceptional circumstances and if a visitor is to be left with pupils, a copy of the DBS check is required.

All visitors not wearing a visitor's badge should be challenged

All staff encountering a visitor without a badge should both direct the visitor to reception and at the same time report the matter to SLT/Estates team. Pupils / students who encounter a visitor without a visitor's badge are encouraged to immediately alert a member of staff.

School support staff, volunteers, canteen helpers and cleaners.

Regular support staff who attend school such as School Counsellor, nurses, youth workers, travellers ed, EMTAS, music teachers, casual relief teachers etc, will register at the beginning of each year and be identified with a personalised identification badge. They must sign in and out the same way as school staff using the InVentry system. Copies of all DBS checks and/or risk assessments will be kept within the main office and recorded on SIMS in 'Agency section.'

Contractors

All contractors must sign in and out the same way as school staff using the InVentry system. They will be collected by a member of the estates team where, if necessary, they will sign and/or supply all the relevant paperwork (method statement, risk assessment and permit to work). Prior to leaving the school all contractors must sign out.

Termination of school staff contract

When a member of staff leaves school employment, they must hand in all keys to the Estates team and also IT equipment to their line manager and sign to say they have done so. Keys must be then sent to the main office /Estates/ IT Manager, who will ensure that all IT passwords, e-mail and log on's are also terminated. IT equipment must be returned to IT Services on the last day on school premises.

External Speakers

Guidance from the *Prevent* counter Terrorism Strategy sets out the responsibilities for 'specified authorities' which includes schools, to have 'due regard to the need to prevent people from being drawn into terrorism'. In fulfilling the new duty, schools are required to demonstrate clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised.

Therefore please adhere to the following protocol:-

- Prior to the visit, the organiser must discuss with the visitor how their session will add value to the pupils' learning experience.
- Ensure the visitor/external agency learning outcomes complement school's planned programmes or schemes of work and are in line with school policies.
- Be confident that the visitor/external agency has the required expertise in the subject they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate.
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for classroom discipline.
- Inform each visitor/external agency of all information to ensure the inclusion of all pupils. This may include the age and ratio of pupils, background, ethnicity and culture of pupils and special education needs (if applicable).

- Provide each visitor with a named school contact.
- Ensure the activity meets Health and Safety guidelines. If appropriate, carry out a risk assessment of the activity/session.
- Staff must ensure such visitors are aware of the school's safeguarding procedures and allow access to such policies as Child Protection, Health & Safety, and Risk Assessments.
- Staff must complete a request form for discussion at SLT meeting containing all relevant information relating to the purpose/reason for the session.
- Ensure the relevant staff members, e.g. class teacher, is present during the session as they are responsible for class discipline, monitoring and evaluation.
- Ensure the pupils are given time to reflect on what they have learned.

External speakers and visitors must ensure that they comply with UK legislation. This means speakers and visitors must ensure that in the views or ideas they put forward - or in the manner in which they express these views or ideas - they do not infringe the rights of others, or discriminate against them. Their speech or the manner of its expression must not constitute a criminal offence, a threat to public order, a threat to the health and safety of individuals, incite others to commit criminal acts, or be contrary to the civil and human rights of individuals. It is a criminal offence to 'stir up hatred' against other people on religious or racial grounds.

All speakers will be made aware of their responsibility to abide by the law, and the school's various policies, including that:

- They must not contravene fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.
- They must not incite hatred, violence or call for the breaking of the law.
- They are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such act.
- They must not spread extremism, radicalisation, hatred or intolerance in the school community and thus aid in disrupting social and community harmony.

If an external speaker or external visitor contravenes this guidance, Eastern High reserves the right to immediately shut down an event and to ban that speaker or visitor from the site.

Prayer Rooms

There is no requirement for the school / campus to offer any separate facilities for religious observance but it is good practice to provide a facility that caters for pupils and staff of a particular religion or belief. If this is required, please contact the Estates team who can assist.

All previous advice about external speakers will apply and schools should ensure that they know what goes on in prayer rooms. Staff members should always be available to supervise activity in prayer rooms.