

# RIDGEWAY FARM CE ACADEMY

## SECURITY POLICY

Member of staff responsible	Carly Luce
Governor responsible	Accountability
Sub-Committee responsible	Accountability
Date agreed with staff	January 19
Date discussed with pupils	n/a
Date agreed at Committee	January 19
Date approved at Governing Body	Agreed for opening
Frequency of policy review	Triennial
Date next review due	January 22

### Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	June 2007	New policy in line with WCC guidelines.
1.1	March 2010	Added section on data protection and appendix about password protecting sensitive data. Note about security during new build.
1.2	November 2012	Omission about After School Clubs as this is about building, visitors/staff data (children are covered in Safeguarding and Child Protection Policy)
1.3	November 2015	No updates required.
1.4	September 2016	Amended to make site-specific for RF.

# Ridgeway Farm CE Academy CE Primary School

## Security Policy

### Purpose

The purpose of this policy is to ensure the safety of pupils, staff and all site visitors at all times at Ridgeway Farm CE Academy.

This policy sets out procedures to cover: visitors to school, cash handling, protecting valuable equipment, safeguarding personal property, key control and unauthorised use of school facilities in line with the LA Health & Safety Manual document. School alarm procedures are kept in place at all times, during school and holiday times.

### Visitors

All doors to access school have a pass reader attached to them, so visitors to school have to come to the main school entrance (buzzer / monitor system). Visitors to school have to sign the visitors log book and write their badge number. Badges are returned when visitors are signed out (3 colour system).

All members of staff are instructed to ask anyone not wearing a badge, why they are in school, and then direct them to the reception / office.

Each teacher has a telephone in their classroom - if an emergency should occur they can call for assistance.

Parent helpers and volunteers are required to have a DBS check and they then read and agree to the following documents:

- ✓ 'Keeping Children safe' Helper Guidelines
- ✓ Parental/Community Involvement Policy
- ✓ Safe Working Practice Guidelines

These are updated and signed for in Autumn 1.

### Cash Handling

At Ridgeway Farm CE Academy, we never keep cash on the premises for any longer than absolutely necessary. Cash that needs to be kept at school will be kept in the safe. We understand that thieves will cause damage to school property even if they cannot find cash or valuables. The model of safe we have chosen is a model that is recommended for the use it has. We understand that cash should not be handled in front of children, visitors or members of staff. When cash is banked it is not done on a regular day or time.

### Protecting Valuable Equipment

All 'portable' equipment in school is marked to readily identify its source, should it be stolen and subsequently recovered. Staff are instructed to keep any valuable school equipment in locked cupboards or in places out of sight from the windows.

### Safeguarding Personal Property

All staff are encouraged to take an active interest in the security of their personal property whilst on the premises or engaged in school business elsewhere. We acknowledge that the loss, theft or vandalism of personal property can create distrust, suspicion and low morale.

Staff are encouraged not to leave their bags or valuables where they can be seen and lockable cupboards are available in each classroom. Digital access codes/alarm fobs to our buildings ensures only staff can gain access to the site during the day. Staff are advised not to leave valuables in school overnight.

### Key Control

At Ridgeway Farm CE Academy, we are very careful about key control. Only designated members of staff have their own access key along with the caretaker and 2 named governors. Our system of digital code access provides extra security. We set the site alarm each night and during holidays. Regular alarm checks are carried out. The fob access system is connected to the Office PC and Senior Leaders are able to see whose fob was used to enter the building and at what time.

When a member of staff leaves employment at the school, the keys and pass reader are returned and signed for.

Keys for general school use are kept in a labelled key cabinet in an area away from visitors and is locked overnight. These can be obtained by staff or parents who help run clubs, but are returned immediately after use.

Cleaning staff are not given school keys unless they are responsible for opening and closing the school.

A key check is conducted each September.

### Unauthorised use of school facilities

All buildings on the school site are locked when not in use. The external gates are kept locked outside of dropping off and collection times.

### Data Protection

All laptops/PCs are password protected. No data should be taken off site unless on an encrypted memory stick or laptop that has been encrypted. All staff have received instruction password protection of sensitive data (January 2010). A copy of this is attached as Appendix 1.

## Appendix 1

### Password protecting sensitive data

All documents containing sensitive data (e.g. children/young people's names/details) which are being sent externally (including emails from schools to Wiltshire Council and vice versa) must be password protected before sending.

#### How to do it

Data must be saved within a file attachment.

The attachment must be password protected by an 8 character alphanumeric password.

The password can be phoned through to the recipient (you must be sure that you are speaking to the intended person) or given in a separate email (and a read receipt requested).

Follow the steps below to protect your Word/Excel document.

#### Password protecting Word Documents

Once the Word document is complete you then need to do the following from within the document:

1. Select Tools on the top menu
2. Select Options
3. Select the Security Tab (as seen below)
4. Click on the Advanced button
5. Scroll down the list and select "RC4, Microsoft Strong Cryptographic Provider" (as shown below)
6. Click on OK
7. Enter a password in the Password to open box. This password needs to be a minimum of 8 alphanumeric characters.
8. Once a password has been provided click on OK.
9. Re-enter the password to confirm it.
10. Your document should now be password protected.

11. Now re-save your document so the password settings are retained.
12. You can now insert the Word file as an attachment in an email to be sent out electronically.
13. The password needs to be phoned through to the recipient or included in a separate email. Never include the password in the same email as the protected attachment.

### Password Protecting Excel Documents

Once the Excel document is complete you then need to do the following from within the document:

1. Select Tools on the top menu
2. Select Options
3. Select the Security Tab (as seen below)
4. Click on the Advanced button
5. Scroll down the list and select "RC4, Microsoft Strong Cryptographic Provider" (as shown below)
6. Click on OK
7. Enter a password in the Password to open box. This password needs to be a minimum of 8 alphanumeric characters.
8. Once a password has been provided click on OK.
9. Re-enter the password to confirm it.
10. Your document should now be password protected.
11. Now re-save your workbook so the password settings are retained.
12. You can now insert the Excel file as an attachment in an email to be sent out electronically.
13. The password needs to be phoned through to the recipient or included in a separate email. Never include the password in the same email as the protected attachment.

## Appendix 2 - Locking & Unlocking Procedures

### LAST PERSON TO LEAVE ROOM:

- ✓ Check that all windows are closed.
- ✓ Check that the external door is locked - use the top lock (thumb turn) only.
- ✓ Check that blinds are down.

### LAST PERSON TO LEAVE THE BUILDING:

- ✓ Ensure that you have your key, alarm fob and access fob.
- ✓ Check that the building is empty.
- ✓ Check that all external doors are locked - use the top lock (thumb turn) only.
- ✓ Check that windows are closed.
- ✓ Check that the external kitchen door is locked.
- ✓ Check that the Office Stock Room is locked.
- ✓ Turn the Maglock key in the Office to 'on/off'.
- ✓ Lock both of the Office doors.
- ✓ Turn the internal automatic door to the red dot.
- ✓ Turn the external automatic door to the red dot.
- ✓ When the automatic sensor is off, lock the door.
- ✓ Set the alarm.
- ✓ Exit via the rear door to the car park. Ensure both of these doors are secure and locked.
- ✓ Once you have exited the car park, ensure that the gates are locked with the padlock.

### FIRST PERSON TO ENTER THE BUILDING:

- ✓ Ensure that you have your key, alarm fob and access fob.
- ✓ Enter the building via the rear door to the car park. You need your key and access fob.
- ✓ Turn off the alarm.
- ✓ Unlock the external automatic door.
- ✓ Turn the external automatic door to the green dot.
- ✓ Turn the internal automatic door to the green dot.
- ✓ Turn the Maglock key in the Office to 'on/off'.
- ✓ Sign in.

All staff must ensure that they have their access fob and gate key with them at all times and must sign in on entering the building and sign out before exiting.



**Form for Key Holders**

Name:	
Role:	
	✓
I have read and understood the Security Policy.	
I have read and understood the Locking & Unlocking Procedures.	
I understand that as a key holder, I must never give or lend my key or fob(s) to anyone.	
I understand that I must report any loss of my key or fob(s) immediately to a member of the Senior Leadership Team.	
I understand that I must never disclose the alarm code to anyone.	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_