



Building Use and Security Policy

Updated January 2015



BUILDING USE AND SECURITY

This policy is broken down into individual sections but should be read in full when first joining the Academy and used for reference purposes thereafter.

VISITORS & CONTRACTORS

All visitors to Ashcroft Technology Academy (the Academy) will be directed by signs and/or staff to the main reception area, where they will sign in, issued with a 'visitor' badge collected from the reception waiting area by their host or a member of staff on behalf of their host. Teaching supply staff will also be signed in at reception with the appropriate identity checks undertaken by the person in charge of staff cover prior to being provided with their teaching instructions.

Contractors will have a separate signing in book held in the Building Services office. They will be escorted to the Building Service office for this purpose and will be issued with a contractors pass which should be appropriately displayed whilst on site.

Consequently, any person(s) seen on the Academy premises without an identification badge should be politely challenged; unwanted guests will be escorted off the premises either by the Buildings Services Manager and his assistant staff or appropriate external officers invited onto the premises for that purpose. It should be borne in mind that guests from industrial and public organisations will be visiting the Academy on a regular basis, and they may not understand the Academy systems - hence the emphasis on maintaining politeness in such dealings.

When expecting a visitor, please inform Reception staff and the appropriate Deputy Principal in advance so that appropriate arrangements can be made. (For visits off-site similar arrangements apply.) Visitors must report back to reception on departure to both sign out and return the visitors badge.

KEYS

The locks fitted to doors in the Academy buildings operate in a hierarchical way, avoiding the need for personnel with authorised access across the Academy to carry large bunches of keys. The advantages of this system are evident, but it carries a need for diligence in key care - the loss of one key may lead to an entire building being re-fitted in order to maintain security. It is imperative that particular care of the key(s) issued is taken. Under no circumstances are keys to be handed to students to give them access to rooms, nor should doors be left unlocked. Staff in regular use of specific areas should ensure they have the appropriate keys for access from the Building Services Manager. Staff should not retain keys that they have no regular use of as these will be needed elsewhere across the Academy.

Staff will be issued with a key for a particular room as required; the Buildings Services Manager will oversee operations during the period of use. The Building Services Manager and appropriate Line Manager should be informed immediately it becomes known that a key is lost with the individual charged £10 per lost key. Staff must not leave keys out on display on desks/in doors etc for security reasons. All keys must be handed back to the Building Services Manager when a member of staff leaves. This must happen even when replacement staff are appointed and the key(s) will be reissued by the Building Services Manager.

Aside from keys, staff will also be provided with an identity (ID) badge which also acts as an access control card that will gain them access and egress to and from the Academy site as well as into certain areas (the gyms/ICT rooms/staff room etc) without the need for additional keys.

SECURITY

The Academy has a number of resources at its disposal to assist the Academy to operate in a safe and secure manner. Visitors and keys have already been referred to, but the Academy also has the benefit of a comprehensive security system including 95 CCTV cameras (75 internal, 16 external), door access control, Passive Infra-red detectors (PIRs) to all ground floor and other rooms accessible from the outside, and a modern fire alarm system.

All staff are expected to wear their ID badges for identification purposes while sixth form students must have their badge with them at all times, which, along with the need for all visitors, contractors and temporary staff to be similarly identifiable, means that all those on site not in Academy uniform should be readily identifiable as having legitimate authority to be on site. Where such identity is not evident, a polite challenge should be made as to the individual's purpose on site.

All these groups have a responsibility to maintain the safety and security of not only themselves and their possessions but also the resources of the Academy as well as the safety of others. It is a reasonable expectation that all staff place as much emphasis on the importance of this as if the Academy were their own home.

Curriculum Managers are ultimately responsible for the safety and security of the resources within their department. This should incorporate an inventory of all equipment within the department with a value of £100 or more and in particular, all portable audio visual equipment. These items (including handsets) should be locked away in the subject office when not in use or secured in place if a larger item.

All televisions and video players should be kept on portable trolleys and secured to these accordingly. The Academy will ensure that the facilities are made available to do this.

In terms of personal possessions, students are encouraged only to bring in what is essential for Academy work with mobile phones and other electronic devices not permitted below sixth form. Staff should either keep their possessions with them at all times or ensure they are locked away in a lockable cabinet within their staff area. Only the staff within this area should be in possession of keys to such cabinets. Staff need to be aware that leaving items of value out and unsupervised can give rise to the temptation of theft. The Academy will ensure that sufficient lockers and keys are made available so that staff may secure items away and that all staff areas have lockable cabinets within them. Should no such facility be available, staff should notify the Building Services Manager who will look to provide appropriate resources.

It is not general practice for staff to take Academy equipment home. Where agreement has been sought for this, a temporary loan of equipment form is required to be signed by the line manager or appropriately authorised individual, so that a full record is maintained.

The Reprographics and Communications Manager will be responsible for the security marking of portable AV equipment for all areas and will maintain a central register. Should any such equipment not be purchased centrally, then the Reprographics and Communications Manager should be advised accordingly. All learning resources (books, CDs, videos) must be ordered and catalogued centrally by the Learning Resources Manager and staff are reminded to adhere to this. Such resources can be kept in curriculum areas in appropriately secure cabinets but must be catalogued centrally. All classroom and office furniture should be ordered through the Building Services Manager.

Separate arrangements exist in PE for security of possessions, and the Network and Systems Manager maintains a full inventory, as well as security marking, of all IT equipment across the Academy. This includes the interactive whiteboards and associated keyboards, projectors and whiteboard pens. Again, portable items must be locked away when not in use.

Finally, staff must use their common sense in their day to day security. Doors to classrooms and offices must be locked when not in use, at all times. Staff must remain vigilant and remove the opportunity for theft to occur.

ALARMS

As explained the Academy has significant security provision with closed circuit television allied to both internal and external camera facilities. In addition to this, the Academy has a controlled access system using security fobs which operate on the external (non fire exit) doors. The system is in place between 18.00 hours and 06.00 hours. There is controlled access facility with a barrier system in place at

reception while access control also exists on a number of internal doors (including the staff room and all ICT rooms). A fire alarm test is generally carried out each Friday afternoon.

It is Academy policy that all staff working within the Academy, vacate the premises by 20.00 hours Monday to Thursday and 18.00 hours on a Friday at all times, unless special circumstances/events prevail and are communicated to building services. During breaks between terms, staff must vacate the premises by 18.00 hours unless the relevant authorisation has been granted. Staff leaving the building when the system is live (ie after 18.00 hours), must activate the white 'press' switch, upon which the lock will be automatically released. Please ensure that the door re-engages when leaving, in order to ensure the system operates. Staff must not press the emergency exit panel. Staff are reminded to keep within the times specified for security purposes and to assist building services complete their locking up arrangements.

As previously stated, all staff are issued with a security card which has multiple uses including being their ID badge and their lunch card. Those new to the Academy should contact building services. The card's security aspect is for external entry to the Academy by means of holding it up to the black panel at the side of the door. A click will be heard and entry can be gained. It is stressed that the restrictions up to 20.00 hours on Monday to Thursday and up to 18.00 hours on Friday will apply, outside of these hours no access can be gained. All main exits are available to use by pushing the exit buttons to the side of the exit doors and a staff security card for the pedestrian gates. Staff should be minded that these will not operate to re-enter after 20.00 hours Monday to Thursday or after 18.00 hours on Fridays.. If a card is lost, this must be reported immediately to building services so that the use may be cancelled and a replacement issued.

SIGNING IN/OUT

To maintain an accurate record of personnel on site, for operational and fire safety reasons (see Fire Procedures section, point 17), all staff should sign out when leaving the Academy premises for any period likely to be beyond 10 minutes and in again on return. Under normal circumstances, teaching staff are expected to remain on site during the Academy day throughout teaching sessions. Should there be exceptional circumstances why a colleague needs to leave the Academy during a session, they may only do so with the agreement of their Line Manager and knowledge of the Exams and Cover Administrator. In all cases they should sign out at Reception. This also forms part of the staff absence policy. Teaching staff will also need to sign in and out during holiday periods.

GENERAL

Staff are reminded that no access or egress is to be made via the fire exit doors other than for emergencies. Unauthorised use of the fire doors will activate the Academy intruder alarm at any time throughout the day.

Staff are also reminded that other than for official Academy events and approved revision sessions access cannot be gained to the premises at weekends. This has always been Academy policy and staff are asked to abide by this.

As with keys, all passes and other Academy property must be returned to the Academy in the event of a member of staff leaving the Academy's employment.

THE STAFF ROOM

Situated opposite the stairs at the entrance to Zone D the Staff Room is available to *all* staff. It is an important means of establishing a team spirit within the Academy, and provides a central venue for the dissemination of information. From the Staff Briefing each Monday morning, throughout the day at breaks and before leaving it is encouraged for colleagues to make a habit of visiting the Staff Room on a regular basis. Refreshments are served free to staff at morning break each day of the week and staff are also encouraged to eat within the room using the facilities provided to do so. The room boasts comfortable seating, an eating area including a microwave oven and cold water dispenser plus computer provision.

Pigeon holes are provided for distribution of mail and messages, some items of which may also be despatched via electronic mail.

As visitors to the Academy may have access to the Staff Room it is vital that it is kept clean and free of the debris which can easily accumulate in such areas.

To allow normal operational use, meetings (other than whole-staff occasions and staff association meetings) should be held elsewhere.

THE ACADEMY RESTAURANT

The restaurant provision at the Academy is an in-house operation. The aim is to provide a high-quality nutritionally balanced menu with an emphasis on healthy eating - with the old favourites as well. The provision has a high take up, reflecting its popularity.

Breakfast is available to students, their parents and staff from 7.45 am, with a choice ranging from cereals and drinks to a full cooked breakfast. A wide choice of meals is available daily including hot main meals, vegetarian dishes, snacks and deserts as well as a wide range of sandwiches, rolls, cakes and fresh fruit. Occasionally theme meals will be available on certain days, from Indian or Italian days to Halloween and Bonfire Night specials.

Staff are encouraged to dine in the restaurant at lunchtimes from between 12.45 and 1.45pm. The price of a complete meal varies depending upon choice but is typically about £2.36. Staff supervision is present during meals, and Duty Staff patrol the restaurant to assist the Midday Supervisors.

The restaurant operates a cashless meal system throughout the day. This has immense benefits in reducing the number of occasions that cash is brought into the Academy. Students and staff are provided with a mealcard (which is also used for library loans), that has their photo and name on the front and a microchip on the back. All cards are encoded with a unique account number by the Restaurant Manager and money is put on to an individual's account by way of a revaluator situated in the Restaurant. Both notes (£20 maximum) and coins (£1 minimum) can be used to credit accounts. Cheque payments must be handed to the Restaurant Manager together with the mealcard before 9.30am on any day and the card will be returned by break via reception. Staff and students are encouraged to pay for meals through the Academy's remote payment facility known as sQuid. The Academy encourages electronic or cheque payment for security purposes and adds an additional percentage of 5% onto student cards for those that pay this way. The system allows for the non-identification of those in receipt of free Academy meals.

All new students and staff joining the Academy will have their photo taken by the Reprographics and Communication Manager upon joining for the purposes outlined above.

EVENTS

If a party of students is visiting the Academy, and/or Academy students will be away for the day, staff organising the event should provide the Restaurant Manager and Vice Principal with names and numbers of students involved, giving at least 48 hours notice (see also section on Visits).

CAR PARKING

The main vehicular entrance to the Academy is the Portinscale Road entrance and should be used for staff/visitor parking as well as deliveries.

Staff wishing to park their vehicles on the premises must provide details to the Deputy Principal responsible for parking, who will issue them with a designated parking space,

Access to the site is via the Portinscale Road entrance gates which are generally open between 6.00 a.m. and 9.00 p.m. on weekdays. There is no access at weekends, other than for exceptional purposes, as outlined earlier. The entrance gates are electronically controlled by vehicle number plate recognition for staff parking.

Should anyone wish to leave a private vehicle on site overnight or longer, full details must be relayed to Building Services Manager.

When staff have visitors who wish to park on site, they should inform both reception and building services in advance to ensure provision exists and for spaces to be reserved.

There is no parking or vehicular entrance via the West Hill entrance.

Facilities exist for external parking of bicycles and staff who may wish to travel to and from the Academy this way should ensure they park their bikes in the area provided. Students below sixth form level are not permitted to bring cycles into the Academy, but sixth form students are permitted to cycle and have a cycle parking facility purely for their use, subject to certain conditions.

TOILETS

Staff toilets are situated in all Zones at the Academy and such facilities are designated for staff use only.

Toilets for students are also provided in each of the buildings. With the exception of the toilets in Zone D, these toilets are locked during lesson times. Prior to the start of the Academy day, students are only able to use the toilets at the end of Zone A to the right of the gyms as you enter the Academy. Students in the Autistic Resource Centre and staff/students with disabilities have dedicated facilities as do sixth form students in Zone G. Visitors are directed to use the visitors' facility in the reception area of the Academy, which is also equipped for disabled use.

LIFTS

The Academy has full disabled access and as such all Zones are serviceable by lifts. Staff are able to use these facilities at all times should they so wish in all zones except Zones F & G and the lift to the stage in the Auditorium, all of which are platform lifts requiring a key for operation. These are predominantly provided for use by persons with disabilities.

Student use of lifts is strictly forbidden other than for those whose physical needs require this. Those who require constant use of these facilities will be supported by a member of staff or a designated 'buddy'. Those requiring temporary use will be provided with a lift pass via the Welfare Officer. In such cases it is expected that the student will use the facility on their own, unless requiring support. Where another student is in support to carry bags etc they should not use the lift but wait at the lifts destination.