



<b>Policy No:</b> SJD/HS/28	<b>Authorised by:</b> Davina Powell	<b>Review Date:</b>
<b>Policy Date:</b> 29th August 2023		<b>Date of Next Review:</b> 29th August 2024
<b>SECURITY POLICY AND PROCEDURES</b>		

## 1. Policy statement

SJD Homes recognise and accept their corporate responsibility to provide a safe and secure environment for children, young people, employees and visitors to their residential Childrens Homes.

The homes security procedures will operate within the framework described in this policy.

Where appropriate SJD Homes will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

SJD Homes will provide staff with enough resources, information and training to implement the security procedures.

The directors 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 children young people and staff.

## 2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

### 2.1. The Senior Management Team

SJD Homes will ensure that a security policy is in place and that this has been implemented.

The directors will monitor the performance of the security measures outlined in this policy.

This will be achieved –

- By reports from the staff team
- By observing its implementation when they visit the home.

The Senior Management Team will periodically review this security policy.

### 2.2 Service Manager

The Service Manager will be responsible for ensuring that the policy is implemented on a day to day basis.

The Service Manager will:

- i) Set up arrangements in the home that comply with the security policy agreed by the directors.
- ii) Ensure that all staff within the home receive information, instruction and training in the security policy and procedures.
- iii) Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- iv) Ensure that all visitors, contractors and agency staff adhere to the security policy.
- v) Monitor the implementation of the policy and security arrangements.

### **2.3 Key Workers and Support Staff**

All staff will comply with this policy and the arrangements made by the Service Manager to ensure the safety of children, young people, employees and others while in the home.

- i) Agreeing and reviewing the school security policy
- ii) Day to day implementation and management of policy.
- iii) Securing entrance/exits as detailed in this policy
- iv) Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).
- v) Control of visitors
- vi) Control of contractors
- vii) Security of money etc Security risk Assessment

### **Children and Young People**

Children and young people will be encouraged to exercise personal responsibility for the security of themselves and others.

Children will cooperate with the arrangements made for the security of the home.

## **3. Arrangements**

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

### **3.1 Information and Communication**

All staff must be aware of the home's security procedures, especially staff that have been given a specific role to play.

All staff inductions will include the homes security policy and will be recorded on the employees training profiles.

Parents and Social Workers will be informed about the home security arrangements and what is expected of them, e.g. when visiting the home.

### **3.2 Controlled access**

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to children, young people or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk.

SJD Homes has, through risk assessment, balanced the need to remain a welcoming environment while safeguarding children and young people.

### **Buildings**

The home will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff. The access control procedures for the building are –

### **Grounds**

The garden of the home has been secured by means of a fence.

### **3.4 Control of Visitors**

The control of visitors is a fundamental part of our security policy for the safeguarding of both people and property. Our policy is that –

All visitors must identify themselves on arrival. Any refusal will be reported immediately to the Duty Manager. Any aggression will be reported to the police.

Visitors will not remove any items of home property without the express permission of the home staff.

For their own safety any authorised visitors or volunteers will be given appropriate information on the home's health & safety procedures such as parking, fire safety and first aid. (Induction)

### **3.5 Supervision of pupils**

The homes overall safeguarding strategy requires that at all times the security of children and young people is achieved by competent supervision by support staff.

### **3.7 Supervision of contractors**

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children or young people. They will therefore be controlled as follows –

Will only carry out work agreed at the start of the contract and at the times agreed.  
Will be supervised at all times by home staff. This does not mean watched continuously but in a way proportionate to their location and proximity to children and young people.

### **3.8 Lone Workers**

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

### **3.9 Physical security measures**

SJD Homes have CCTV cameras installed. However, these are only used following a risk assessment that determines this is for the protection of the child or young person. We will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

### **3.10 Locking arrangements.**

The Front Door is kept locked at all times. .

### **3.12 Cash Handling**

Only a small amount of petty cash on the premises. wherever possible by using online payment facilities. This is kept in a secure place for use by support when required.

### **3.13 Personal Property**

Personal property will remain the responsibility of its owner. This includes both staff and the personal property of the child or young person.

### **3.14 Medicines**

There are occasions when children and young people are prescribed medicines. These medicines will be locked in the home's medicine cabinet in the office or in the medicine refrigerator.

## **4. Risk Assessment**

A security risk assessment will be completed annually by the Service Manager. The findings will be used in the review of this security policy.

## **5. Monitoring and Review**

The Service Manager will monitor the performance of this policy and discuss breaches, failings or security related incidents with the directors.

