



Title:	Premises Management Documents Policy
Policy Coordinator:	PK Maselino & Bhavna Patel
Date Reviewed:	9th October 2024
Date Ratified:	9th October 2024
Status:	Statutory
Delegation:	Management Committee
Review Frequency	Annually
Policy Review Date	October 2025

Chair of Management Committee:	Seeta Mevani
Head Teacher:	PK Maselino

We believe this policy relates to the following legislation:

- Health and Safety at Work Act 1974
- Police and Criminal Evidence Act 1984
- Management of Health and Safety at Work Regulations 1999

We have nominated a number of school personnel to act as premises key holders in order to attend the school premises in the event of the intruder alarm being activated or any other out of school hours emergency.

We believe key holders have an important duty to perform and their selection is a matter of considerable responsibility. Key holders must be readily available for contact in emergencies.

Therefore, we have nominated the following school personnel to be permanent key holders:

- Site Caretaker
- School Business Manager
- The Intruder Alarm Company

At the sole discretion of the Headteacher or Business Manager, other members of the school personnel who wish to continue working after hours or during the weekend will become temporary key holders. The Business Manager is responsible for recording every occasion when the key is temporary held.

We have a statutory duty to safeguard all school personnel who undertake such a responsible role by having in place risk assessments, preventive and protective measures that ensures their health, safety and welfare.

We will ensure all permanent and temporary key holders will undertake the appropriate training for such a responsible duty.

The Premises Committee, who will annually review this policy, has decided that under no circumstances will school keys be allocated to local organisations who wish to use the school premises for local events. For a small charge an appointed school keyholder will open and close the premises for all school lets.

We as a school community have a commitment to promote equality. We believe this policy is in line with the Equality Act 2010.

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 nominate school personnel to be permanent key holders.
- To ensure all permanent and temporary key holders undertake appropriate training for such a responsible duty as school key holding.
- To share good practice within the school and with other schools.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Management Committee

The Management Committee has:

- appointed the Business Manager to be responsible for all key holdings;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor 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;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a management committee member to visit the school regularly, to liaise with the Headteacher and the Business Manager and to report back to the Management Committee;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher and Senior Leadership Team

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel, governors and local community groups are aware of and comply with this policy;
- have a duty of care for all key holders by ensuring risk identification, assessment, training, management and monitoring are in place when a key holder is:
 - opening and closing the premises during a normal school day
 - opening and closing the premises during out of school hours
 - opening and closing the premises during an emergency call out
 - carrying keys to and from the premises
 - storing keys at home
- work closely with the management committee member and Business Manager;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- make effective use of relevant research and information to improve this policy;
- monitor the effectiveness of this policy by analysing the number of problems that have occurred during call outs etc;
- annually report to the Management Committee 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 school;
- work closely with the Headteacher and the nominated governor;
- ensure that:
 - key security is the responsibility of the key holder
 - keys are not copied
 - keys are not lent or given to other people

- lost keys are immediately reported
- an inquiry is conducted if keys are lost
- a Temporary Key Holders' Log Book is in place and kept up to date (see Form)
- the names of key holders are held by the Local Authority
- the list of key holders is periodically up dated and the police are informed of any changes
- periodically all security codes are changed on door entries and alarm systems
- provide guidance, procedures and support to all permanent and temporary key holders;
- provide training for all staff on induction and when the need arises;
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Management Committee on the success and development of this policy.

Role of Premises Key Holders

Permanent and Temporary Key Holders will:

- undertake their role responsibly
- be trained in:
 - opening and closing the premises
 - setting and unsetting the security system by using security codes
 - aborting false alarm calls
 - dealing with the alarm system when it cannot be reset
- be in possession of a mobile phone
- be in possession of a list of important telephone contacts:
 - Headteacher
 - Business Manager
 - Site Caretaker
 - other key holders
 - the alarm company
 - the Local Authority
 - emergency response property maintenance firms

Procedures for School Key Holders

When Opening the Premises (Permanent and Temporary Key Holders):

- If possible enter with a colleague for personal security.
- On arrival be alert to anything suspicious such as unidentified persons or cars near the main entrance or evidence that intruders have entered the school grounds.
- If in doubt then contact the police.
- Once satisfied enter the school building by de-activating the alarm system.
- Check for evidence that intruders have entered the premises.

When Leaving the Premises (Permanent and Temporary Key Holders)

Before setting the alarm check:

- all windows and doors are closed and locked
- all personnel and visitors have left the premises
- that nothing is going to cause a false alarm by triggering the movement detectors
- that no objects are covering the 'vision' of the movement detectors

Emergency Call Out (Permanent Key Holders):

- On receiving a telephone call establish if the call is genuine.
- If so, arrive at school as quickly as possible but do not enter.
- If a police response is expected then only enter with the police.
- If the police have not arrived then contact the local police station for assistance.
- Only enter if it is safe to do so.
- On entry de-activate the alarm.
- If there is evidence that intruders have entered the building then ensure that as little as possible is touched in order to preserve any evidence for the police.
- Provide as much information for the police as possible.
- If damage has been caused then contact emergency property maintenance firms in order to secure the premises.
- When confident the premises are secure then leave the site.

If the Alarm System cannot be re-set (Permanent and Temporary Key Holders):

- Remain on the premises until this can be rectified.
- Ensure that someone is with you and remains with you until the problem has been rectified.
- Contact the alarm company and wait until an engineer arrives.
- Once corrected secure the premises and leave.

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the Business Manager;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- annually report to the Management Committee on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- be aware of all other linked policies.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school personnel

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Operation of the School Alarm System
 - Opening and closing the premises
 - Setting and unsetting the security system by using security codes
 - Aborting false alarm calls
 - Dealing with the alarm system when it cannot be reset
 - 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

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 pupil and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Management Committee for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

▪ School Security	▪ Health and Safety
▪ Premises Manager	▪ Health & Safety - Responsibilities
▪ Lone Workers	▪ Visitors & Contractors
▪ Fire Safety	▪ Intruders
▪ Crisis Management	▪ Risk Assessment