

Security Manual, Threat Assessment, School Supervision and Security Policy

Purpose	
To maintain a safe, secure and well-supervised school environment by controlling access, identifying risks, responding to threats, and setting clear supervision and emergency procedures for students, staff and visitors.	
Scope	
This policy applies to all students, staff, leaders, contractors, visitors, volunteers and parents on school premises, school transport, trips, events and all school-related activities.	
Definitions	
Security: measures used to protect people and property. Threat Assessment: a structured review of concerning behaviour, risk or potential threat. Supervision: active monitoring of students by assigned staff. Incident: any event that may affect safety, security, wellbeing or supervision.	
Policy Statement	
Brighton International Academy is committed to a secure learning environment where students are safe, supervised and protected. All security concerns, supervision gaps, suspicious behaviour, unsafe access, incidents and potential threats must be reported and recorded immediately. Student safeguarding concerns must be reported immediately to Ms. Amany Al Sheikh, or to Ms. Eman Omar or another DDSL if she is unavailable. Concerns about school adults must follow Section 14 of the Child Protection and Safeguarding Policy.	
Roles and Responsibilities	
Role	Responsibility
School Leadership	Implement and review this policy; ensure duty rotas, drills, risk assessments, staffing and site security are in place; review serious incidents.
Teachers	Actively supervise students, follow duty points, manage transitions, keep registers accurate, challenge unsafe behaviour and report concerns promptly.
Support Staff / Security	Monitor gates and key areas, manage visitor access, check badges, report suspicious behaviour and support lockdowns, evacuations and dismissal.
Students and Parents / Visitors	Follow school rules, remain in approved areas, report concerns, follow sign-in/sign-out procedures and comply with staff/security instructions.
General Security and Supervision Procedures	
1. Entry and exit points must be controlled, monitored and kept secure. 2. Visitors must sign in, show identification when required and wear a visitor badge. During teaching hours they must be accompanied unless an authorised arrangement permits otherwise. Unchecked adults and contractors must not have unsupervised contact with students. 3. Students must be supervised during arrival, dismissal, lessons, breaks, transitions, buses, trips and activities. 4. Duty rotas must cover gates, corridors, stairs, playgrounds, toilets, lunch areas and bus areas. 5. Unknown adults must be challenged politely and directed to reception/security. 6. Incidents, hazards, supervision gaps, suspicious behaviour and near misses must be reported and recorded. 7. Security information must be shared only on a need-to-know basis.	
Threat Assessment and Incident Response	
Staff must report serious security concerns immediately to school leadership. Student safeguarding concerns must also follow Section 10.2 of the Child Protection and Safeguarding Policy, and concerns about school-adult conduct must follow Section 14. The concern will be assessed using available evidence, context, risk level, safeguarding information and immediate safety needs. Actions may include increased supervision, parent contact, student support, behaviour intervention, temporary removal from an area, emergency procedures, external agency advice, police/Ministry contact where required, and a written follow-up record.	

Vision: To foster academic excellence, nurture ethical values, and develop leadership skills, preparing students to thrive in a diverse world.

Mission: We promote intellectual growth, ethical responsibility, and global awareness, empowering students to contribute positively to society.

Motto: Rooted in faith, striving for excellence

Where safeguarding is involved, parent/carer communication must be managed by the DSL/DDSL under Section 12 and must not occur where it could increase risk or compromise safeguarding action.

Emergency Procedures

The school will maintain procedures for lockdown, evacuation, fire drills, medical emergencies, missing students, unauthorised access, severe behaviour incidents and transport incidents. Staff must know alarm signals, assembly points, lockdown expectations, register procedures and how to account for students. Drills and safety reviews will be completed regularly.

Monitoring and Evaluation

The school will monitor effectiveness through supervision checks, incident logs, visitor records, duty rota reviews, drill evaluations, risk assessments, staff/student feedback and regular leadership review. Patterns will be used to improve site security, supervision, training and communication.

Policy Management and Review

Policy Created By:	Ms. Eman Omar
Reviewed by:	Ms. Nabilah
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