Cardiff Academy

POLICY /// HEALTH, SAFETY AND PREMISES

Site Security, Visitor Management and Lockdown Policy

How Cardiff Academy controls access to its premises, manages visitors and contractors, uses ID and CCTV, and responds to security threats with lockdown and invacuation procedures – including preparation for the Terrorism (Protection of Premises) Act 2025.

REFERENCE	**CA-HSE-04**	VERSION	**1.0 (Approved)**
POLICY OWNER	**Head of Operations**	APPROVED BY	**Senior Leadership Team (reported to the Board)**
ISSUE DATE	**October 2026**	APPROVAL DATE	**October 2026**
REVIEW CYCLE	**Annual**	NEXT REVIEW DUE	**October 2027**
APPLIES TO	**All staff, students, visitors and contractors**	PUBLISHED	**Staff portal; visitor information at Reception; summary in Student Handbook**

RELATED POLICIES CA-HSE-01 Health and Safety; CA-HSE-02 Fire Safety; CA-WEL-01 Safeguarding; CA-WEL-02 Prevent Duty; CA-GOV-09 External Speakers; CA-INF-01 Data Protection (CCTV); CA-GOV-04 Business Continuity and Critical Incident

LEGAL ENTITY Cardiff Education Group Ltd, trading as Cardiff Academy (Company No. 14569122). Registered office: 168 City Road, Cardiff CF24 3JE. Teaching premises: 8 Drake Walk, Cardiff CF10 4LG

1 Purpose

To keep students, staff and visitors safe by controlling who enters the premises, knowing who is in the building at all times, and being prepared to respond to security threats.

2 Access control

- The building entrance is controlled by an access control system during opening hours. Doors to teaching floors are not left propped open.
- Staff and students wear their Academy **photo ID card** visibly at all times on the premises.
- Students who forget their ID sign in at Reception for a day pass.

- The building is locked outside opening hours; keyholders are recorded on the Keyholder Register.

3 Visitors

1. All visitors sign in at Reception, giving name, organisation, purpose, the person visited and arrival time, and show photo ID.
2. Visitors receive a **visitor badge** (colour-coded to show whether they are DBS-checked and may be unescorted), the safeguarding information leaflet with the DSL's details, and fire evacuation information.
3. Visitors without a DBS check confirmed by the Academy are escorted at all times and must not have unsupervised contact with students under 18.
4. Visitors sign out and return badges when they leave.
5. Visitors who cannot verify their identity or purpose, or whose behaviour causes concern, are refused entry or asked to leave.

Regular visitors (for example partner university staff, examiners, inspectors, agency staff) may be issued with longer-term passes once suitability checks are confirmed.

4 Contractors

Contractors sign in, are briefed on safety and safeguarding, are supervised as appropriate, and work in areas away from students where possible. Contractors working regularly in student areas during the day must have suitable checks (CA-HR-01).

5 Parents and guardians

Parents and guardians are welcome by appointment and follow the visitor procedure. Students under 18 are released during the day only to a person authorised by their parents.

6 Shared premises

Where other organisations share the building, the Head of Operations agrees arrangements with the landlord and other occupiers so that our students are protected and their education is not disrupted (for example separate access, signage, and shared emergency procedures).

7 CCTV

CCTV covers entrances and communal areas for safety and security, and is operated under CA-INF-01.

8 Lockdown and invacuation

8.1 When used

- **Lockdown:** a threat inside or near the building (for example an intruder, violent person, or terrorist incident nearby) where it is safer to stay inside and secure rooms.

- **Invacuation:** moving everyone to a safer internal area (for example a hazard outside such as a chemical release or suspicious package outside the building).
- **Evacuation:** leaving the building – see CA-HSE-02 (note that the evacuation route may need to change if the threat is outside).

8.2 Signals

- **Lockdown: announced in person by staff and by an urgent message to all staff and students through the Cardiff Academy app**
- **Invacuation: announced in person by staff and by message through the Cardiff Academy app**
- **All clear: confirmed in person by the Incident Lead or police.**

8.3 Lockdown procedure ("Run, Hide, Tell")

1. Staff bring students into the nearest lockable room. Lock or barricade doors, close blinds, switch off lights, move away from doors and windows, and keep quiet.
2. Silence phones. Do not open the door to anyone until told by police or the Incident Lead.
3. Teachers take the register and report (by text/message) who is present and anyone missing.
4. If it is safe and possible to escape away from the threat, do so (**Run**); if not, **Hide**; when safe, **Tell** – call 999.
5. The Incident Lead contacts the police and coordinates the response (CA-GOV-04).

Lockdown is practised at least **once a year**, and new staff and students are briefed at induction.

9 Suspicious items and hostile reconnaissance

Staff and students report suspicious items, vehicles or behaviour to Reception or the Head of Operations immediately. Do not touch suspicious items. Use the **HOT** principle (Hidden? Obviously suspicious? Typical of the area?) and call 999 if needed. Suspicious activity can be reported to the Anti-Terrorist Hotline (0800 789 321).

10 Martyn's Law preparation

The Head of Operations will assess whether the premises may hold 200 or more people at the same time. If so, the Academy will prepare to meet the **standard tier** duties of the Terrorism (Protection of Premises) Act 2025 when they come into force, including: notifying the Security Industry Authority; having public protection procedures for evacuation, invacuation, lockdown and communication; and training staff. Statutory guidance will be followed when published.

11 Personal belongings and lost property

Students are responsible for their belongings. Lost property is kept at Reception for one month.

12 Review

This policy is reviewed annually and after any security incident or lockdown.

Compliance mapping

This policy has been written to meet, and to evidence, the following external requirements. Inspectors and university partners can use this table to locate the relevant provisions.

ISI Educational Oversight (PFE) standards	Standard 25 (adequate security arrangements for grounds and buildings); Standard 41 (shared premises organised to protect welfare); Standard 40 (safeguarding)
British Council Accreditation UK criteria	P1 (safety and security of students on premises); S5 (supervision of under-18s)
University partner due diligence	Partner due diligence – premises security and visitor control
Legislation and statutory guidance	Health and Safety at Work etc. Act 1974; Terrorism (Protection of Premises) Act 2025 ("Martyn's Law" – standard tier duties for premises where 200–799 people may be present, expected to come into force after an implementation period of at least 24 months from Royal Assent on 3 April 2025); UK GDPR (CCTV); Keeping Learners Safe (Wales, 2022)

Document control

Version	Date	Author / reviewer	Summary of changes
0.9	Pre-2026	Various	CA BC Visitor Management Policy (2025); CCTV policy; SF 18 Keyholder form
1.0	October 2026	Head of Operations	New policy written for university partnerships, ISI Educational Oversight and British Council Accreditation UK. Supersedes all previous versions.

APPROVED ON BEHALF OF THE BOARD	SIGNATURE	DATE
Chair of the Board of Governors		