

SECURITY PROCEDURES.

- (1) Bristol Academy of Drama
- (2) Claire Moulds

- (1) Bristol Academy of Drama ("the Company"), a UK based organisation whose office is at 55 Wellington Walk, Bristol BS10 5EU
and
- (2) Claire Moulds of 55 Wellington Walk, Bristol BS10 5EU ("the Individual")

Introduction

This document identifies the key ways in which we seek to improve security of our students, staff and parents who may be affected by The Company's activities. It is essential that risks to the security of staff and students are properly controlled through an effective security management system and commitment at all levels.

Objectives

- Enabling strategic leadership to promote a collaborative and co-ordinated response to risk management.
- Identifying improvements in security culture and accountability.
- Implementing on-going improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures.
- Ensuring that staff are consulted and informed about security and receive appropriate training where required whether new or existing.
- Informing parents and students of the security policy and encouraging them to help to ensure that it is effective.

Security Procedure

Responsibilities

Whatever the arrangements for delegating certain functions, there is a clear message that good security involves everyone in the Company.

The Company:

Will provide strategic direction and leadership through providing training, advice and monitoring the Company.

The Principal

To have delegated responsibility for the day to day security of the Company. Responsibilities will include, but not exclusively, the following:

- Ensuring all staff appreciate the importance of security and understand the Company's policy/procedures and their own responsibilities.
- Ensuring staff training needs are kept under review and training arranged as and when necessary.
- Informing new staff are informed of the Company's security policy/procedure in their induction.
- Informing parents/carers and students of the security policy/procedure and encourage them to help ensure that the Company have a safe culture.
- Seek advice from the police where necessary.
- Report all crimes to the police.

Staff:

Staff should be aware of and conform to operational procedures that affect security e.g. risk assessments

- Key control procedures.