

## ACCESS AND SITE SECURITY POLICY

<b>Written by:</b>	DQ October 2017
<b>Revised by:</b>	JM June 2018
<b>Reviewed by:</b>	BM, LK, MW
<b>Applicable to:</b>	All Staff and members of resident boarding staff households.
<b>For review:</b>	June 2019

The College encourages parents and other people to visit the School and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the college has a legitimate interest in protecting the safety and welfare of the pupils and staff, avoiding disruption to the educational process and to protecting the School's facilities and equipment from misuse or vandalism. A balance must therefore be achieved between the potential benefits and risks associated with the presence of visitors to the School site and buildings. The School acknowledges that given the open nature of the site, which also contains staff residences, it cannot hope to seal off the site entirely but all reasonable measures have been taken to control those seeking to gain access.

The Head Teacher has the authority to determine which visits to the school are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising his discretion, the Headmaster considers the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the boys.

The college aims to insure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, School and the wider community.

### Access to site

There is a single access road into the school leading off the road. This access road has a gate which is closed by 23.00 and reopened by 07.00. The access road has signs declaring the site 'Private' and prohibiting 'Unauthorised Access'.

Vehicles entering the school site are directed to proceed slowly. There is no designated parking (other than Head Teacher) and car drivers, both members of the school community and visitors, are expected to park in a safe and considerate manner. Boys, staff and visitors are often moving around the school site it is therefore imperative that all drivers exercise extreme caution whilst on the school site especially whilst reversing.

Visitors all report to main door for admittance to the school. Between 08.00 and 16.00 there is an intercom facility via reception. At all other times, boarding staff will be responsible for visitor admittance via the intercom system or via a phone call to the boarding staff's mobile numbers.

All other access doors are protected by an access pad. These are in operation from 18.00 to 08.00 whilst the school is in session. The codes for the access pads are changed termly.

## Visitors

The following requirements apply to visitors:

- A visitor is defined as any person seeking to enter the School site or premises who is not a pupil/student, member of the School staff or the immediate families of resident staff. This includes: parents/guardians or other members of a boys wider family, delivery drivers, contract workers and any other persons accessing the school premises within their work capacity.
- All visitors are reminded that no images or recordings of any nature are to be taken of the boys or staff without the express permission of the Head Teacher or his deputy.
- Whenever possible, visitors should obtain authorization from the School in advance.
- Visits may be prohibited at certain times, for example when important examinations or other assessments are being conducted.
- All visitors must comply at all times with the School's policies and regulations.

All visitors during the school day are required to sign in at reception and will receive a lanyard on arrival, which they must have visible at all times. When the school is in session, visitors may only walk through the school, enter classrooms, the boarding house or other areas, such as the Library, when they are accompanied by a member of staff.

## Contractors

All contractors must sign in at Reception and be issued with a visitor's lanyard on arrival, which they must have visible at all times. Unless it is a regular contractor from whom we have a statement that all the contractors that they will supply to our site have a DBS clearance, all contractors are to be chaperoned by a member of school staff at all times whilst the school is in session.

## Boarding House

At the start and end of each term free access is allowed to the site and boarding house to parents. The Boarding House will have staff on hand to monitor the arrival and departure of the boys.

Access to boarding house is strictly controlled as this is not only the boys' accommodation but also areas where they may be changing or sleeping. No visitor is permitted to enter a boarding house unless they are accompanied by a member of staff, other than at the start or end of term. Parents delivering or collecting pupils and their belongings need to contact house staff before they enter the boarding house.

A parent, relative, guardian or family friend visiting a pupil should contact the House Parents or Matron in advance to seek permission and to advise timing and reason of visit. Such visitors will be asked to wait by reception until a member of staff is available to accompany them in the boarding house.

Visitors to resident staff or their families need to be met and accompanied through the school, whenever it is in session.

## **Uninvited Visitors**

Because of the schools location we are likely to encounter uninvited or unknown visitors on site. All staff are required to 'politely challenge' any such visitors to identify themselves and state their business. Whereupon their needs can be assessed and dealt with. Staff must inform Reception of the presence of an unauthorised visitor as soon as possible and Reception will alert a senior member of staff if necessary. In circumstances where the perceived danger warrants it, the Police should be called directly.

Pupils and students are advised to inform a member of staff immediately if they notice an unauthorised visitor and not to approach the visitor themselves.

## **Unwanted visitors**

If, in the judgment of the Head Teacher, Deputy Head or other senior person, a person's presence is considered detrimental to the safety or well-being of a person / persons on the premises or to the security of school property they will be asked to leave. If they refuse to leave the Police should be called.

If students under suspension or expulsion are found on school property or attempt to take part in school-related activities, they may be dealt with under the laws of trespass. A record of the specifics of any such incident will be kept in the school for a three-year period.

All incidents involving intruders will be logged with the Bursar's Office.

## **Security**

No site can be made completely secure, but we have a duty of care to ensure that the grounds and buildings are as secure as possible for boys, staff and other members of our school community. To this end, the following procedures are to be followed:

Keys - Staff in possession of general access keys (GM) are responsible for keeping these on their person or in a secure place. They should never be loaned to boys or to other unauthorised persons.

Locking of classrooms - All classrooms, both inside and outside the main building, should be locked by staff at the end of the school day or earlier if the member of staff has left the premises. All windows should be closed. Any room containing potentially hazardous contents (e.g. Science store rooms, Photography dark room, DT workshop) should remain locked unless there is a member of staff present. No boys should remain in a room after the lesson has ended, unless a member of staff is present.

Staff with sixth form students can allow them unsupervised access to classrooms, after the staff member has conducted a risk assessment and it has been agreed by the Head Teacher.

If a member of staff is working beyond 18.00 in their classroom they should inform the boarding staff.

Main building – Each external door is equipped with an access key pad. These are 'off' from 08.00 – 18.00. A member of maintenance team turns locks 'on' at 18.00 and back 'off' at 08.00. During the weekends the key pads are active for 24 hours.

House staff are responsible for checking that all doors are locked as appropriate each evening, on their nightly rounds will also check that doors remain locked and do a final check before retiring. In the

holidays, Maintenance staff will lock the building at 1600 and the house staff will be responsible for maintaining the security of the building as they go in and out during the course of evenings and weekends.

Surgery – Surgery or Matron’s room is left locked when she is not there. All medicines and secure information are always locked away and only persons qualified to dispense and store medicines are allowed to do so (see first aid policy).

Kitchens - The main kitchen is to be left locked, regardless if there are members of kitchen staff present. Staff kitchen on first floor is unlocked during the school day and is locked during boarding times unless a member of boarding staff is present with the boys.

Pool area - The member of staff supervising swimming must ensure that all boys have left the area at the end of the session, the pool cover is on and that the entrance door securely locked.

Cellars - The cellars to be left locked, regardless if there are members of maintenance staff present.

School gates - The two gates giving access to the site from Top Road and the gate giving access to primary are to be kept closed at all times, when not in active use. It is incumbent on every member of staff to notice if these gates are ever left open and take responsibility for closing them.

Barrier - The barrier to the main entrance is to be closed by the Maintenance Team at approximately 22.00, House staff may prefer to take responsibility for locking it later in the evening and will liaise as necessary. Barrier is opened by first member of staff to need access or egress in the morning.

Staff belongings - All staff must be vigilant and take all necessary precautions to secure their own and colleagues’ valuables. Lockers are available in staff room for those who wish to use them. The school will investigate any incidents of theft but it does not take responsibility for items that are not kept securely.

Fire - In the event of a fire or other emergency it is essential that the school has an accurate record of who is on site. If a member of staff, leaves site during the working day for any reason, they must inform a member of their team to let them know they are going and make contact again on their return and sign themselves in and out of the book outside the main office.

<b>Monitoring by:</b>	Head Teacher Deputy Head Teacher Bursar All teaching and maintenance staff
<b>Evidenced by:</b>	Speaking to Pupils and students Speaking to staff Visual inspection of school and site
<b>Policies are subject to continuous monitoring, refinement and audit by SLT. The Chairman of Governors undertakes an annual review of policies and of the efficiency with which the related duties have been discharged by the date stated or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.</b>	