

ACCESS AND SITE SECURITY PROCEDURES

The College encourages parents and other people to visit the College and believes that there are many potential benefits that 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 College'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 College site and buildings. The College 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 Headmaster has the authority to determine which visits to the College 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 ensure that parents and other visitors are courteously received and that sincere effort is made to provide them with information as may be needed to foster a cooperative relationship between home, College and the wider community.

Access to site

There is a single access road into the College leading off the main 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 College site are directed to proceed slowly. There is no designated parking (other than Head Teacher, two visitor spaces and a motorbike space) and car drivers, both members of the College community and visitors, are expected to park in a safe and considerate manner. Pupils, staff and visitors are often moving around the College site, it is therefore imperative that all drivers exercise extreme caution whilst on the College site especially whilst reversing.

Visitors all report to the main door for admittance to the College. 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 08.00 to 18.00 whilst the College 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 College site or premises who is not a pupil, member of the College staff or the immediate families of resident staff. This includes parents/guardians or other members of a pupil's wider family, delivery drivers, contract workers and any other persons accessing the College 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 Headmaster or his deputy.
- Whenever possible, visitors should obtain authorisation from the College 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 College's policies and regulations.

All visitors during the College 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 College is in session, visitors may only walk through the College, 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 College staff at all times whilst the College 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 the boarding house is strictly controlled as this is not only the boarders' 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 College, whenever it is in session.

Uninvited Visitors

Because of the Colleges 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 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 Headmaster, Deputy Head or another 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 College 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 College property or attempt to take part in College-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 College 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 pupils, staff and other members of our College 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 College 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 storerooms, Photography darkroom, 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 Headmaster.

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 keypad. During all periods the keypads are active for 24 hours.

House staff are responsible for checking that all doors are locked as appropriate each evening, on their nightly rounds and 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 .

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

College 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. The barrier is opened by the 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 the staffroom for those who wish to use them. The College 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 College has an accurate record of who is on the site. If a member of staff, leaves the 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.