



Security Policy

Policy Type	Non-regulatory
Last Review	Spring 2017
Next Review	Autumn 2017

Security Policy

1. Introduction

We have a unique open school environment in the Hertfordshire countryside which we aim to preserve. Our policy for the security and workplace safety is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work, and our visitors can, as freely as possible, come and go. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community. The policy is applicable to the whole school community, including all pupils, staff, parents and visitors.

2. Responsibilities

Bursar and Premises Manager

The Bursar and Premises Manager have overall responsibility for security on the site. This includes ensuring there are suitable arrangements in place for security, workplace safety and lone working and monitoring and reviewing these arrangements on a regular basis.

The Premises Manager is responsible for the physical security of the buildings, managing the team of caretakers and maintenance staff. The caretakers are responsible for locking and unlocking external buildings and windows at the start and close of every day, switching on and off security alarms and for carrying out regular checks of the site (both when it is occupied and unoccupied). The Premises Manager's team operates the CCTV system from the monitors in the Access Control Office. The Premises Manager ensures that at least one member of his team of Caretakers and/ is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. A Caretaker always remains on duty (as opposed to on call) until they have checked that the building is locked and empty. The duty Caretaker carries a school mobile phone whilst working or on call. That number is made available to all members of staff to use if they need assistance. A checklist is used to assist with the daily locking and unlocking procedure.

A Caretaker will summon the Emergency Services if the security or fire alarms go off outside the hours that the school is staffed.

The IT Manager

The IT Manager is responsible for maintaining a safe IT technical infrastructure at the school. His responsibilities include protecting the network and equipment from attack by viruses, maintaining robust firewalls to safeguard or prevent inappropriate usage, and ensuring the security of our electronic hardware. All school computers, printers, copiers, scanners, projectors, screens and other electronic equipment which are not on lease are marked and a register is maintained of all equipment showing: make, date of purchase, cost and location in the school. The asset register is audited and updated regularly.

There is a separate Email and Internet Policy for staff, a staff Acceptable Use Policy, and Use of ICT Codes of Conduct for pupils.

All Staff

All staff are required to wear photographic ID badges visibly whilst in school. Replacements can be obtained from the Information Services Department.

3. Registration

All staff and senior girls are expected to sign in and sign out electronically in accordance with guidelines. Senior School Pupils should not arrive on site before 8am, but if they do, they should remain in reception until 8am when they can sign in. Junior School pupils wait in the garden outside the Junior School entrance until the doors are opened for them at 8:30am. Girls in Rainbow and Year 1 must be in the care of an adult. Junior pupils do not sign in or out electronically but are registered by their class teacher at 8:45am.

4. Teaching Staff on Duty

At least one member of the teaching staff is always present on duty whenever pupils are in the school outside normal school hours. Pupils are not allowed to be unsupervised on site, and are expected to go home by 5:30pm. Arrangements are made to ensure pupils are supervised during plays/sports activities and concert rehearsals, or other events that bring small groups into school out of hours.

5. Risk Assessments

The Premises Manager has had an external risk assessment of the school's security undertaken and this is regularly updated with appropriate action taken to manage the risks on this open site.

6. Visitors and Contractors

All visitors and contractors are required to sign in at our Reception, where they are issued with a visitor's badge, which should be worn at all times. They are shown the school's emergency evacuation notice and the way to the assembly point. Visitors and contractors wait in the Reception Area and are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the school and to ensure that they sign out and return their badges on leaving.

Regular contract staff (e.g. cleaners and maintenance) who have been DBS cleared, will have been given an ID badge, and sign in and out through the biometric system used by pupils and staff.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to a risk assessment.

7. Access Control

There are main gates which allow access to the parents' and visitors' car park these are locked from 11 pm to 6 am (during the holidays the main gates open at 7 am. At weekends the gates are opened as required). Access through the main gates is by pass code or security fob.

An electronic barrier at our vehicle entrance to the school is linked to our Access Control and operates 24/7. The barrier can be raised by a pass which is issued to appropriate authorised members of staff and the Senior Prefect Team. All visitor access to the site by car is managed by Access Control. The entrances to the Rainbow playground and the Junior School are locked to visitors and controlled by teaching staff and Junior School reception respectively.

During term time the cleaning contractors work until 20.30, leaving the site at 20.45. Locking up of the school is generally completed by 22.00. When there are plays and concerts/events, then lock up times will be varied accordingly.

The main gate closure at 11 pm may be brought forward at the discretion of the duty caretaker providing the school is empty of non-resident staff and visitors.

8. Parking Facilities and Deliveries

There are clear signs directing visitors to our visitors' car park.

There are warning signs restricting speed to 10 mph and speed humps to restrict speed. We require all delivery lorries to be fitted with audible reversing alarms, and our Catering Manager has instructed our regular suppliers to make all food deliveries before 8.00am. Deliveries are generally not permitted between the hours of 8 am and 4.15 pm which are times of high pupil movement

9. Reception

The School Reception is manned between 8.00am and 5.30pm during weekdays term time. The master fire alarm panel, showing the location of all alarm call points is located in the school office, and the security alarm panel is adjacent to the Access Control Office. Relevant staff are sometimes given advance warning of fire practices. If either alarm goes off for any other reason, authorised staff (Bursar/ Premises Manager) have standing instructions to summon the Emergency Services.

10. Training

All staff receive a briefing on security and workplace safety within their first week at the school. This includes advice on:

- Supervising pupils, where new members of the teaching staff are given training in registration, in the arrangements for supervising pupils.
- Safeguarding their personal possessions.
- Safeguarding the school's property. Staff are asked to follow an agreed procedure for taking equipment, such as laptops off the site, and for returning them.

- Measures to deter opportunist thieves, such as closing windows and blinds when leaving, securing or locking away valuable equipment, and switching off monitor screens and projectors.
- Keeping outside doors shut.
- Arrangements for lone working
- Staff who work with Rainbow children receive induction training that covers the needs of our youngest pupils.

The briefing also covers:

- The procedure for booking in visitors and escorting them.
- The value of being curious about strangers, and of reporting concerns and that there is a challenge culture.
- The regime of login and password protection for electronic equipment.
- How academic, medical and staff are trained in keeping pupils safe.

More detailed and specific training is given to the Caretaking and Security teams and to the staff who work in Reception.

11. Lone Working

The School has a separate lone working policy. If staff have not left by 9pm the Duty Caretaker may ask them to do so.

12. Pupils

We use PSHCE and discussions to promote awareness of safety amongst all age groups, which covers:

- Travelling to school
- Using public transport
- Safeguarding mobile phones and other personal possessions.

This programme continues in higher years and is linked with our PSHE programmes on anti-bullying and the safe use of ICT, mobile phones and other electronic devices.

Every senior school pupil is given a lockable locker for the secure storage of her personal possessions. We encourage pupils not to bring large amounts of money or valuables to school.

14. Physical Security Measures

External doors and windows

All external doors and windows are fitted with locks. The doors that give access to the senior school IT suites and to other areas containing valuable equipment are fitted with electronic access control for use by authorised staff only.

Security Alarms

Every external door is linked to the security alarm system. The alarm is regularly maintained and conforms to British standards and is operated in accordance with the recommended code of practice.

Access

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, gym and fitness room (with the exception of 6th formers being allowed to use the fitness room unsupervised, as long as they are not alone), the design technology rooms. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering and cleaning cupboards in the school.

Marking Property

A register of non-electronic valuables is maintained by the Finance Manager. The IT Director maintains the register of electronic equipment. Both registers are reviewed annually.

15. CCTV

We have CCTV cameras covering the school site. Visitors are notified of the presence of CCTV cameras when they enter the school car park.

We have notified the Information Commissioner that the school operates a CCTV system for the prevention and detection of crime and for the protection of pupils, staff and visitors. In accordance with the law, we do not use CCTV for any other purposes, nor provide images to any third party, save to law enforcement bodies. Our main monitors are in the Access Control office to which access is restricted. No data is kept on the system for more than 15 days and is not of individuals. There is general monitoring only.

The Premises Manager, Access Control staff and Caretakers are trained in operating, recording and retaining images taken. They are aware of the procedure for handling requests for the disclosure of their own image by individuals. Our CCTV system and intruder alarm are regularly serviced to ensure that they continue to provide clear images and operate as required.

Reviewed: September 2015