

Security/Supervision of Ancillary, Contract and Unchecked Staff

Written by	Bursar/Deputy Head/Director of Boarding
Date for Review	April 2020

1. **Introduction.** Our policy for the security and workplace safety at Sherborne Preparatory school is to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go but maintain the safeguarding of the children under our care. 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.

2. **Responsibilities.** Everyone is responsible for the safety and security of the School's pupils. The following staff have specified responsibilities:

a. **Headmaster.** The Headmaster has overall responsibility for health and safety on 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.

b. **Bursar.** The Bursar has the delegated responsibility for health and safety on 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.

c. **Lead for Security/Head of Maintenance.** The Head of Security is responsible for checking the physical security of the boarding accommodation, for ensuring it is secure: doors and windows and unlocking external buildings and windows at the close of every day and carrying out regular checks of the site (both when it is occupied and unoccupied). In their absence and during the holidays, the Head of Maintenance is responsible for checking that the buildings are secure at the end of day.

d. **Boarding Master.** The Boarding Master is responsible for checking the physical security of the buildings, for locking and unlocking boarding doors windows at the close of every day and carrying out regular checks of the boarding accommodation site (both when the site is occupied and unoccupied).

e. **IT Director.** The IT Director is responsible for maintaining a safe IT technical infrastructure at the school. Their 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. A register is maintained of all equipment. The asset register is audited and updated annually.

f. **Teaching Staff on Duty.** At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. Pupils are not allowed to be unsupervised on site. Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Staff are on duty in all boarding houses in the evenings and at weekends. Pupils are able to call on a member of staff at any time if necessary

3. **CCTV.** Please see the School's CCTV policy.

4. **Emergency services.** The Boarding Master will summon the Emergency Services, if the security or fire alarms go off outside the hours that the School Office is staffed, (unless they are pre-warned of a planned fire practice).

5. **Risk Assessments.** The Bursar has conducted risk assessments on the security and safety of the grounds and all the buildings. A copy of the risk assessments, together with a copy of this policy is held by the Bursar – a copy is available on request.

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. More detail:

a. All persons visiting boarding accommodation (e.g. Visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation. Non-staff members are to have signed the declaration in the Adults Staying with Boarding Houses Staff Policy.

b. The School operates a system of booking in for both visitors and contractors. Visitors are required to report to Reception and are unable to proceed beyond reception unless accompanied by a member of staff. The identity and reasons for the visit will be confirmed and a pass is issued that is to be worn throughout the person's stay on School premises. All members of staff are encouraged to challenge or report any unrecognised persons on School premises who does not display a School visitors pass or contractors pass. A record of all visitors is maintained.

c. All persons visiting boarding accommodation (e.g. Visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.

d. Any visiting contractor, (maintenance, ground work) is required to report to the office. At all times such visiting contractors will be given a school pass and during term time chaperoned by a member of the appropriate school staff Estate team and any work done in boarding houses carried out in liaison with house staff). Records of such visitors are kept for not less than three complete academic years.

e. All deliveries are received by front office or are left at Reception save for deliveries to the kitchen (the delivery of those supplies is supervised by kitchen staff).

7. **Events.** 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 event are subject to the risk assessment and event plan.

8. **Access Control.** There are gates at our vehicle entrance. The front gate remains open throughout unless there is a specified reason for it to be locked. The rear gate is locked overnight and, as additional protection, in the day during the school holidays.

a. **Parking Facilities and Deliveries.** There are clear signs directing visitors to our visitors' car park. There are warning signs restricting speed to 10mph. 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 out of hours or to avoid play times. Deliveries are preferred to be outside lunch and playtimes. Where unavoidable any vehicle movement is to be supervised by a ground guide.

b. **Reception.** The School Reception is manned between 8.00am and 5.30pm during weekdays and 08:30am to 12:30pm on a Saturday in term-time, and intermittently in the holidays.

9. **Fire panels.** The master fire alarm panel, showing the location of all alarm call points, and the security alarm panel are physically located outside the School Office/Reception. The staff are given advance warning of fire practices. If either alarm goes off for any other reason, the staff have standing instructions to evacuate the building.

10. **CCTV monitor.** Small monitors covering the CCTVs located at the front door and is monitored by the receptionist/school secretary. More are planned.

11. **Training.** All staff receive a briefing on security and workplace safety during an INSET (usually biennially). This includes advice on:

- Supervising pupils, where new members of the teaching [and boarding] 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 valuable equipment unsupervised.
- Keeping outside doors shut.
- Arrangements for late and lone working
- Staff who work in the Nursery Department or with EYFS children receive induction training that covers the needs of our youngest pupils.

The briefing also covers:

- The location of the school's CCTV cameras in the high risk areas of the school, together with the school's monitoring procedures.
- The procedure for booking in visitors and escorting them.
- The value of being curious about strangers, and of reporting concerns.
- The regime of login and password protection for electronic equipment.
- How academic, medical and boarding staff are trained in keeping pupils safe. (See policy on Induction of new staff in Child Protection).

More detailed and specific training is given to the Maintenance staff and security leads and to the staff who work in Reception.

12. **Lone Working.** If a member of staff wishes to work after 8.00pm the normal school closure time when there is no function, they must arrange to do so in advance with the security lead, who will lock the rest of the school, having made sure that the individual is fully aware of

how to lock the final door. They should notify the lead for security once they have left for the night. If they have not left by 9.30pm the lead for security may ask them to do so.

13. **Pupils.** We use PSHE and discussions to promote awareness of safety amongst all age groups. The local Police Community Safety Officer are involved in a programme of safety discussions which covers:

- Travelling on foot
- 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 pupil is given storage for his or her personal possessions. Our boarders have lockable storage facilities in their boarding houses. We encourage pupils not to bring large amounts of money or valuables to school.

14. **Boarding.** All pupils are expected to return to their boarding houses by 7.00pm. Pupils are not allowed to leave their boarding houses without permission.

15. **Use of School Facilities by Members of the Local Community.** Local community groups may be allowed use our facilities outside school hours, at weekends and in the holidays. We regulate their use and cover practical matters such as: hours of usage, insurance, and security. A member of our staff will always be on site when outside groups are present.

16. **Physical Security Measures.**

- a. **External doors and windows.** All external doors and windows are fitted with locks which are closed every evening. All external doors to buildings are fitted with electronic access, which are always in operation.
- b. **Gates.** There are gates at the vehicle and main pedestrian entrances.

17. **Unsupervised Access by Pupils.** We ensure that pupils do not have unsupervised access to potentially dangerous areas:

- a. The science laboratories;
- b. The design technology rooms;
- c. Cleaning stores;
- d. Laundry rooms;
- e. Cellars;
- f. Pond.

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 Caretaking areas of the school. (See our separate policy on the supervision of pupils).

18. **Security of Electronic Property.** All computers, projectors and language laboratory equipment are password protected and cannot be activated without a recognised login and

password.

19. **Marking Property.** We advise that all valuable and electronic property is marked clearly as a deterrent to theft. The ICT Director maintains the register of electronic equipment.

20. **Security Lights.** We use security lights to protect the outside of our buildings. They are fitted to every external door and pathway around each building and connecting with the pedestrian entrance and the car parks. The car park lights are on a timed PIR for consideration to close neighbours.

21. **CCTV.** We have CCTV cameras covering the main entrance used by visitors. More will be installed in 2019. We have a total one camera which is equipped with IR night vision and weather proof. We have notified the Information Commissioner that Sherborne Preparatory 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. We conduct an annual audit and review of our use of CCTV, and display signs at our entrances, warning of its usage. Our main monitors are in the school office, but not viewable by visitors

22. **Images.** The director of ICT and Bursar 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 and where the school's policy. See the CCTV policy for further detail.

23. **Monitoring.** Physical control measures are regularly maintained and are regularly checked to ensure they are functioning. All doors, windows and gates are checked by the lead for security when locking up. Regular checks are made by the Head of Maintenance and Bursar throughout the day to ensure that restricted areas remain secured.

MAINTAINING A SAFE AND SECURE ENVIRONMENT IN OUR NURSERY DEPARTMENT

24. The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Only allow a child to go home with someone other than their parent(s) if we have received advance permission (preferably in writing) that he or she may be collected by another adult.
- Never allow a child to leave the premises unsupervised. There is always at least one adult in charge of the outside play area - which is fenced off from the rest of the school.
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in, wear security badges and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions.
- Check all pupils out as they are collected by their parents or carers.

25. **Escort/supervision.** Once visitors are signed in at reception and badged up, they are directed to the Nursery or pre-prep where they would ring the bell for entry and have their badge checked. All visitors will be escorted/supervised whilst in the Nursery/Pre-prep building.

26. **Collection.** Currently, parents ring the bell and come in when invited, to pick up. If unknown, they would be challenged and they would give the password to show they have been authorised by parent to collect.