Access to School Premises by People outside of the school, security, access control, workplace safety and lone working Policy

January 2021

Date of Policy	13.01.2021
Review Date	December 2022
SLT Link	Estates Manager
Governing Body Link	Safeguarding Governor

We believe that all children and young people should have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We are committed to anti-discriminatory practice and recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

Signature ～～～   Date: 13.01.2021

Headteacher

SCHOOL ETHOS AND VALUES

Our Christian values are at the heart of the ethos of the school and through these we grow individually and as a community. The Story of the Good Samaritan underpins our 7 core values of:

- Honesty
- Forgiveness
- Empathy
- Courage
- Resilience
- Kindness
- Respect

These core values underpin our policies, procedures and the way we treat one another in our community.

Introduction

This policy is to provide a safe and secure environment in which students can learn, staff can work and visitors can come and go freely. It is to protect the school's estate and equipment, and the personal possessions of the school's community. All staff have a responsibility for the safety and security of students, colleagues, visitors and themselves.

Specific Responsibilities

Estates Manager and Site Team

The Estates Manager has overall responsibility for physical security. The Site Team, reporting to the Estates Manager, are responsible for locking external doors and windows in school at the end of each day, switching on security alarms and carrying out regular site checks. Duty Boarding staff have responsibility for locking external doors and any connecting doors between the boys and girls accommodation in boarding houses by 11pm. The Site Team and Cleaning Staff are responsible for opening the school buildings each morning. The Estates Manager supervises the operation of CCTV systems in school and in boarding houses.

The Estates Manager ensures that at least one member of their team is on duty or on call at all times, including public holidays. Unless otherwise arranged, a Caretaker always remains on duty (as opposed to on call) until he or she has checked that buildings are secure. The duty Caretaker carries a mobile phone whilst working or on call. That number is made available to all members of staff.

The duty or on-call Site Staff or any member of staff will summon the Emergency Services, , if the security or fire alarms are activated outside of school hours (unless staff are pre-warned of a planned fire practice).

Network Manager

The Network Manager is responsible for maintaining a safe IT technical infrastructure at the school. This includes protecting the network and equipment from attack by viruses, maintaining robust firewalls to safeguard or prevent inappropriate usage, ensuring an effective and secure system of backing-up data, and the physical security of IT hardware. All school electronic equipment is marked with the school's details, and a register is maintained which is checked and updated at least annually.

Staff on duty

Teachers and support staff are always present in relevant areas of school to support students whenever they are in school. Students are not always directly supervised but a member of staff will always be in the vicinity. Boarding 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.

Medical Support

The Health Centre is staffed by during term-time. Several teaching and support staff are trained and qualified as First Aiders. First Aid boxes are in all high risk areas and other accessible locations and are checked and replenished regularly by the Health Centre Team. First Aid Team Posters are in classrooms and key places around the site.

RISK ASSESSMENTS

The Health, Safety and Welfare Policy designates responsibility for undertaking risk assessments across the school, under the guidance and co-ordination of the Estates Manager. Copies of these risk assessments are retained by the people undertaking the assessments and centrally by the Estates Manager.

Students who have Individual Care Plans and Risk Assessments are identified on the Vulnerable Learners register and their Risk Assessments are reviewed by a multi-faceted team at least termly and/or when need changes.

VISITORS AND CONTRACTORS

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

When large numbers of visitors are at school for meetings, concerts and other major events, an announcement is made advising them of the location of emergency exits and assembly point to be used in the event of a fire alarm.

There is a visitors policy in place.

Disabled Visitors

Disabled visitors are asked to let the school know in advance if they require any special arrangements. School staff will endeavour to ensure that the visit is as comprehensive as possible, within constraints imposed by the buildings.

Access Control

Sexey's School is a rural site, with a large boundary. This makes perimeter security difficult and while we maintain all fences and gates it is not possible to fence the whole perimeter. The security of individual buildings is therefore essential. Staff are alert to the risk of intruders and the incidence of this, in our rural location, is low.

All Boarding Houses and some school buildings have digital security locks (codes changed at least every twelve months or fob operated locks. A high percentage of the grounds are covered by CCTV.

School Reception is manned between 8.30am and 4.00pm on weekdays during term time.

Parking Facilities and Deliveries

Parents dropping off children are advised to do so in the layby outside the school rather than entering the main car park. The Catering Manager seeks, where possible, to require regular suppliers to make food deliveries before school starts. Vehicles used by governors and staff carry badges displayed in windscreens, to help identify vehicles that have no relationship with the school. Visitors are required to register their vehicles when on site at Reception.

PROMOTING A CULTURE OF SAFETY

Staff Induction

All new staff are given a briefing on child protection and arrangements for reporting concerns. They are required to read the Safeguarding Policy, view an online Presentation and take an online test. The Safeguarding Policy covers:

- The procedure for booking in and escorting visitors.
- The need to be alert for unauthorised strangers and reporting concerns.

Instructions are also issued to:

- Safeguard property. Staff are asked to follow an agreed procedure for taking equipment, such as laptops off the site, and for returning them.
- Take measures to deter thieves, such as closing windows and blinds when leaving equipment unsupervised.
- Keeping external doors shut.
- Arrangements for late and lone working

Lone Working

Appendix A describes Lone Working policies that operate in school.

Students

We use PSHE and Tutor time to promote safety awareness. The local PCSO is used regularly to provide advice on keeping safe as part of our PSHE programme or in response to an incident. The programme also covers anti-bullying, drugs, and the safe use of mobile phones and other electronic devices. Students have access to lockers for the secure storage of personal possessions. Boarders have lockable storage facilities in boarding houses and are discouraged from bringing large amounts of money or valuables to school. Each house operates a banking system.

Students are expected to sign in to their boarding houses by 4pm. Thereafter, boarders complete a signing out book unless taking part in a staff organised activity.

USE OF SCHOOL FACILITIES BY MEMBERS OF THE LOCAL COMMUNITY AND OTHER USERS

A number of local groups use our facilities outside school hours, at weekends and in the holidays. The organisers of local group bookings are briefed on the following issues:-

- Health and Safety
- Fire evacuation Plans
- Safeguarding
- Key staff contact details

All users are asked to sign a Community User Agreement.

The Boarding Team are made aware of any local group using the site including where and when in order to safeguard our students. All reasonable measures are taken to keep local community users separate form boarding students.

Local groups only use areas of the school site outside of school hours and when the boarding students are not in that area. Local groups do not share use of facilities with boarding students. Boarding facilities are used solely by boarding staff and students during term, time. In holidays Boarders take all personal possessions home or for international students they are placed in storage.

Some boarding accommodation is hired out to groups during long school holidays eg:- summer break for residential stays. We regulate usage by hire agreements that cover security. A member of the Site Team is always on site when outside groups are present during the day and on call out of hours if needed.

PHYSICAL SECURITY MEASURES

External doors and windows and Security Alarms

All external doors and windows are fitted with locks. Some external doors and teaching blocks (not including internal fire doors) are fitted with code entry or fob operated security locks. External doors in boarding houses are fitted with code entry security locks. Most buildings within the school are covered with Security Alarms.

Unsupervised access by students

We ensure that students do not have unsupervised access to potentially dangerous areas, such as science classrooms, design technology rooms, chemical stores, workshops, the sports hall and sports stores. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Students do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

Security of electronic property

All computers are password protected and cannot be activated without a recognised login and password.

Marking Property
Computers and related equipment are marked clearly with the school's details, as a deterrent to theft. The Network Administrator maintains a register of computer equipment. A register of non-electronic property is maintained by Finance Department.

Security Lights
Security lights are used to protect the outside of buildings and to provide safe access and egress. They are fitted in the vicinity of external doors, drives, pathways and car parks.

CCTV
CCTV cameras cover the main entrance and specific areas of the school In accordance with the law, the school does not provide images to any third party, save to law enforcement bodies. Signs are displayed warning of its usage.

<u>POLICY REVIEW</u>

This policy will be reviewed annually by the Estates Manager. This is so that it remains up to date, useful, and relevant. We will also regularly review it in accordance with local and national policy changes

Appendix A

<u>Lone Working Policy</u>

All staff should be aware of the Safeguarding policy and Health and Safety Policy and ensure their practice is aligned to these key documents. Staff who work "alone" at the school are exposed to a higher risk due to their isolation. There may be few or no other people in the area and so additional precautions are necessary.

For the purposes of this policy "normal" working hours are defined as 6.00am – 8.30pm Monday – Friday.

Outside "normal" working hours, except in specific circumstances (eg security checks, initial arrival of cleaners / caterers, cleaners working in individual buildings), staff are not permitted to work in buildings alone at any time. Cleaners do work alone in individual buildings but there are always cleaners in other parts of school and all are required to carry a mobile phone.

During normal working hours, exceptions can be agreed, provided the presence of the staff member is known to a responsible member of staff, who is alert to their presence and who is informed by the lone worker when leaving the school. They may contact a colleague in the boarding houses to confirm their arrival and departure. During normal working hours lone workers should carry a mobile phone, which can be used to raise the alarm.

Buildings will be locked by one of the Site Team at approximately 8:30pm, after which there should be no-one in the buildings, except boarding houses, until 6:00am.

Teachers are responsible for closing windows and switching off lights and electrical equipment at school.

No external doors should ever be prevented from closing unless the area is being 'supervised'.

Failure to comply with this policy will be regarded as a breach of Health and Safety and treated accordingly.