Security on Site Policy

Our overall objective is to ensure the security of our pupils on the school site and ensure that the premises are safe and secure from any unauthorised visitors. We wish the site to retain its open and friendly character while ensuring that we monitor security risks and are aware of any issues so we are able to address them.

1. The Property Surveyor is responsible for managing the master key system for buildings on the school site. We aim to ensure that access is restricted to those who need to use a particular building. There is also a key pad system for the main buildings used by pupils and we work with school staff to ensure that key codes are changed regularly (at least termly) and that all those who receive codes respect the fact that those key codes should not be distributed without authorisation.

2. Within the boarding houses, pupils are required to adhere to the school rules and clear expectations of behaviour which are regularly stated. We provide further pupil security by making sure that pupils cannot access unsafe parts of the house via the windows (ensuring where appropriate that there are suitable window restrictors). At night, each Housemaster/Housemistress has an appropriate routine so that the house is locked and secure overnight.

3. The Property Surveyor is the designated Fire Officer and is responsible for enforcing adherence to the fire procedures.

4. All plant rooms and potentially risky parts of buildings on the site are locked and out of bounds.

5. The site itself is reasonably safe both in terms of traffic flows and the topography of the site. The school “bank” is defined in the school rules as off the school site and therefore access to it is subject to permission from Housemaster/Housemistress.

Security of the school site

We take a variety of measures to maintain the security of the site.

1. There are CCTV cameras at the main entrances.

2. A team of Wardens is employed who work a shift system from early morning until late at night. Their duties on day shifts are focussed on more traditional caretaking duties. The evening shift is focussed on a security role, patrolling the site, challenging strangers and assisting pupils who are on site in the evening. This team is managed by the Site Safety & Security officer.
3. There are over 60 members of staff resident on the school site, many of whom are embedded in accommodation within the boarding houses.

4. We have signage at the entrances of the school which explain clearly where the public right of way goes and staff are regularly reminded to make courteous enquiries of adults on site whom they do not recognise. In addition, the non-teaching and non-office staff are required to wear liveried work clothes to make recognition easier. There is also a policy that all members of staff have to have their name badge on them.

5. We have a registration system for staff vehicles on the site and plans to enhance the security measures with respect to vehicles accessing the school site.

Procedures for visitors and external contractors

Visitors to the school site will usually be required to report either to Reception, Kingsland House or the Admissions office. Fire and Safeguarding information is provided on the back of visitor badges and visitors will have their attention drawn to this information by staff signing them in. Parents visiting the school grounds to watch school matches are not required to sign in as visitors. There is a separate policy governing requirements for external contractors working on the school site. This is available from the Estates office.

Bursar

January 2020
(To be reviewed September 2021)