



Abbotsholme School

an education for life

Security, Access Control & Workplace Safety Policy

INTRODUCTION

Our policy for the security and workplace safety at Abbotsholme school is primarily 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. 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.

RESPONSIBILITIES

The Director of Finance & Operations

The Director of Finance & Operations 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.

Maintenance Manager

The Maintenance Team is responsible for the physical security of the buildings, switching on and off security alarms and for carrying out regular checks of the site (both when it is occupied and unoccupied). The Director of Finance & Operations manages the CCTV system from the monitors in his office. The Maintenance Manager ensures that at least one member of his team is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. The member of staff on call on 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 duty rota (Appendix 1) outlines locking up responsibilities during term time.

A member of the maintenance team will summon the Emergency Services, if the security or fire alarms go off outside the hours that the School Office is staffed, (unless he is pre-warned of a planned fire practice).

The IT Manager

The IT Manager 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 showing: make, date of purchase, cost and location in the school. The asset register is audited and updated annually.

Teaching Staff on Duty

Members of staff are always present on site to supervise pupils, whenever they are in the school outside normal school hours. 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.

Boarding Staff on Duty

In the evenings the duty member of staff from each boarding house is responsible for checking that certain areas of school are locked up.

The buildings are divided into different areas, with each house responsible for a designated area.

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.

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 our risk assessment policy.

Access Control

There are digital code locks on key entrances to school buildings. Only staff and pupils know these codes. Codes are reviewed and changed regularly.

Parking Facilities and Deliveries

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

There are warning signs restricting speed to 15mph, 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.

Reception

The School Reception is manned between 7.00am and 6.30pm during weekdays throughout the year, and in term-time, and between 9.00am and 4.00pm during half terms and holidays apart from the Christmas and Easter closedowns. The master fire alarm panel, showing the location of all alarm call points, and the security alarm panel are physically located adjacent to 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 summon the Emergency Services.

The reception desk is fitted with access control for the front doors. A monitor covering the CCTVs

is located at reception showing numerous areas including car parks, deliveries and the school site. These can be seen by the Receptionist on duty; but not to passers-by.

Training

All staff receive a briefing on security. This includes advice on:

- 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

The briefing also covers:

- The location of the school's CCTV cameras in the high risk areas of the school.
- 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.

Pupils

Every senior school pupil is given a locker for the secure storage of his or her personal possessions. There are no requirements for pupils to bring money onto site. We advise pupils that if they have to bring more money than usual into school because of some planned after school activity, that they can store it securely in the Bursary.

Use of School Facilities by Members of the Local Community

Local community groups use our sports and drama facilities outside school hours, at weekends and in the holidays. We regulate their use by hire agreements that cover practical matters such as: hours of usage, rent, insurance and security. Groups are expected to have read and signed to evidence that they have read the following policies:

- Abbotsholme School Safeguarding Policy
- Abbotsholme School Rules for Hiring the School Site
- Abbotsholme School Traffic System
- Abbotsholme School Fire Safety Policy
- Abbotsholme School Health & Safety Policy

A member of our staff team is always on site when outside groups are present.

Residential Staff

All residential staff are participants in a security encrypted whatsapp group. This enables fast communication of events on site and collaborative working to take place in emergency situations.

PHYSICAL SECURITY MEASURES

External doors and windows

All external doors and windows are fitted with locks. The windows that give access to the IT suites

and to other areas containing valuable equipment are fitted with blinds, which are closed every evening.

All external doors to buildings are fitted with code-operated security locks, which are always in operation.

Security Alarms

High risk areas have security alarm systems. The alarm is regularly maintained and conforms to British standards and is operated in accordance with the recommended code of practice. All external doors are also fitted with key pad codes which are always in operation.

Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc. 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.

Security of Electronic Property

Pupils are advised as part of our Digital Learning Curriculum that all computers, projectors and language laboratory equipment are password protected and cannot be activated without a recognised login and password.

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.

CCTV

We have CCTV cameras covering the main entrance used by visitors, the pedestrian and vehicle access, and the entrances to other key school buildings. We have a total of 16 cameras, all of which are equipped with IR night vision and are vandal and weather proof.

We have notified the Information Commissioner that Abbotsholme 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 Head of Operations office to which access is restricted.

The IT Manager is trained in operating, recording and retaining images taken and to consult the Information Commissioner where there is doubt about the request.

Our CCTV system is serviced annually and cameras are checked regularly to ensure that they continue to provide clear images.

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 Maintenance team on a regular basis. Regular checks are made by the Maintenance Team throughout the day to ensure that restricted areas remain secured.

Appendix I. Abbotsholme Locking Up Responsibilities 2018

RELATED POLICIES THAT ARE REQUIRED OF SCHOOLS

- [Management of Health and Safety in Schools](#)
- [Fire Safety Procedures and Risk Assessments](#)
- [Educational Visits Policy](#)
- [Recording and Reporting Accidents to staff, pupils and visitors](#)
- [Use of ICT, mobile phones and other electronic devices](#)
- [Vehicles and On-site movements](#)
- [Information for Parents of EYFS and Early Years Children](#)