



Sidcot
Live Adventurously

Policy Name: Security, Access Control, Workplace Safety Policy
Policy Number: 8.7
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1. Introduction

1.1 Our policy for the security and workplace safety at Sidcot School is primarily to provide a safe and secure environment in which our students 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.

2. Responsibilities

2.1 **The Head.** The Head has overall responsibility for health and safety on site. This includes ensuring there are suitable arrangements in place for security, workplace safety, lone working and monitoring and reviewing these arrangements on a regular basis.

2.2 **The Director of Operations.** The Director of Operations is responsible for the physical security of the buildings, for managing the locking and unlocking of external buildings and windows at the start and close of every day and for carrying out regular checks of the site (both when it is occupied and unoccupied). The Director of Operations ensures that at least one member of the Facilities team is on call during term-time. The Head, Deputy Head, Facilities Manager, Domestic Services Manager, Maintenance Assistant and Equestrian Manager all live on site. Emergency contact numbers for the Resident staff 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. During term-time the final round of site security is provided by the Security Officer at 10pm. Any member of staff will summon the Emergency Services should the need arise.

2.3 **Head of IT Services.** The Head of IT Services oversees the IT Technical team who are 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. All School computers, printers, copiers, scanners, projectors, screens and other electronic equipment are marked with the School Asset Tag 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 annually.

2.4 **Teaching Staff on Duty.** At least one member of supervising staff is always present on duty in order to supervise students whenever they are in the School outside normal school hours. Students are not allowed to be unsupervised on site, and most are expected to go home by 6.30pm. Boarders go to their boarding houses by 9.30pm. Arrangements are made to ensure students 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. Students are able to call on a member of staff at any time if necessary.

3. Risk Assessment

3.1 The Director of Operations and the Facilities Manager have conducted risk assessments on the security and safety of the grounds and buildings. A copy of these risk assessments is held in the 'General Information' file on the School IT system.

4. Visitors and Contractors

4.1 All visitors are required to sign in at Reception, where they are issued with a visitor's badge. This badge is to be worn at all times whilst at the School in such a way that it can be seen by others. Contractors sign in at the Facilities Office. All visitors are given an Information for Visitors/Welcome Leaflet which includes safeguarding, child protection and emergency evacuation information. Visitors 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.

4.2 The special arrangements for our Nursery Department are described at the end of this document. Otherwise, this policy applies throughout Sidcot School.

4.3 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.

5. Access Control

5.1 There are vehicle gates at our vehicle entrances to the main campus that are closed at night. The pass-code protected/electronic pedestrian access doors are on coded entry during the school day; but are dead-locked overnight and, as additional protection, in the day during the school holidays. Visitors have to contact the School Office/Reception in order to gain access.

6. Parking Facilities and Deliveries

6.1 There are clear signs directing visitors to our visitors' car park. There are also additional limited facilities for able-bodied visitors to park at the front of school adjacent to the disabled parking at both the Junior and Senior Schools.

6.2 There are warning signs restricting speed to 10mph, and speed bumps 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 deliveries before 8.00am.

7. Reception

7.1 The Senior School Reception is manned between 8.00am and 5.30pm during weekdays in term-time. The Junior School Reception is manned between 8am and 4pm during weekdays in term-time. The master fire alarm panels, showing the location of all alarm call points, are physically located in the corridor just inside the main entrance in both Junior and Senior Schools. The staff are given advance warning of fire alarm testing.

7.2 If the fire alarm goes off for any other reason, the staff have instructions to evacuate the school and follow the Fire Procedures. The reception desk is fitted with a panic button in the Senior School.

8. Training

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

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- Supervising students, where new members of the teaching and boarding staff are given training in registration and in the arrangements for supervising students.
- 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.
- Locking classroom doors when not in use.
- Arrangements for lone working.
- Staff who work in the Pre-School Department or with EYFS children receive induction training that covers the needs of our youngest students.

8.2 The briefing also covers:

- 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 students safe.
- More detailed and specific training is given to the staff in other areas such as Housekeeping, Maintenance etc

9. Students

9.1 We use PHSE and tutor discussions to promote awareness of safety amongst all age groups. This 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.

9.2 Every student is given a locker for the secure storage of his or her personal possessions. Our boarders have lockable storage facilities in their boarding houses. We encourage students not to bring large amounts of money or valuables to school. We have a cashless café facility that can be facilitated through contactless purchasing using a bank card or through use of the school ID card which can be charged with funds through WISE Pay. We advise students 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 Accounts Office. In addition to this, boarders are asked to hand cash to their Housemaster or Housemistress for safe keeping within the boarding house safe.

9.3 All boarding students are expected to return to their boarding houses by 6.30pm for roll call and prep. Students are allowed to leave their boarding houses after prep. Students may leave their boarding houses after prep to use supervised resources within the school but are expected back by 9.30pm and 10pm for Sixth Form, at the latest. The Security Officer carries out a patrol of the school at 10pm.

10. Use of School Facilities by Members of the Local Community

10.1 Local community groups use our sports, arts 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. A member of our staff is always on site when outside groups are present during term-time.

11. Strangers On-Site

11.1 All members of staff wear a photograph ID badge and visitors wear Visitors Badges. Staff are asked to challenge unknown people on-site but if they are not comfortable to do so, to immediately report the presence of the stranger to the Director of Operations or the Head's office.

12. Physical Security Measures

12.1 Open Campus

12.1.1 Due to the physical arrangement of the School being spread over a considerable area either side of a public lane, it is not possible to remove all contact between students and the general public. However this is kept to a minimum with established private walking route paths to other school facilities avoiding the road.

12.1.2 The Junior school grounds are fenced restricting access by strangers and the main gate to the Junior School has ID card/code operated security locks, although this is set to free access at drop-off and pick-up times to allow parents access to the school.

12.2 External doors and windows

12.2.1 All external doors are fitted with locks. The ground floor windows that give access to the IT suites and to other areas containing valuable equipment are fitted with grilles and blinds. Windows in boarding houses are fitted with window restrictors monitored by boarding house staff.

12.2.2 All unsupervised external doors to buildings are fitted with code-operated security locks, which are always in operation. The door entry system is managed centrally with specific ID Card/coded entry for specific groups at specified times. The Junior and the Senior school door entry code is changed regularly.

12.3 Gates

12.3.1 Vehicle access to the main campus is restricted by the use of gates which are closed at night. Access to the Junior School is restricted by ID card/code operated gates that are closed during the school day, this gate is in sight of the Junior School Reception and is therefore monitored when the code entry is switched off to allow parents into school at the start and end of the day.

12.4 Unsupervised Access by Students

12.4.1 We ensure that students 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. Students do not have access to the Maintenance, Catering and Caretaking areas of the school. (See our separate policy on the supervision of students).

12.5 Security of Electronic Property

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

12.6 Marking Property

12.6.1 All valuable and electronic property is marked clearly with an asset tag as a deterrent to theft. A register of non-electronic valuables is maintained. The Head of IT Services maintains the register of electronic equipment. Both registers are reviewed annually.

12.7 Security Lights

12.7.1 We use security lights to protect the outside of our buildings. They are fitted to every external door and pathway around each building and connect with the pedestrian entrance and the car parks.

13. **CCTV**

13.1 We have a number of CCTV cameras which act as a deterrent against the misuse of our property. The CCTV cameras also provide support in the safeguarding of students and staff. Further details of our CCTV can be found in the CCTV Policy.

13.2 We have notified the Information Commissioner that Sidcot School operates a CCTV system for the prevention and detection of crime and for the protection of students, 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.

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

14. **Monitoring**

14.1 Physical control measures are regularly maintained and are regularly checked to ensure they are functioning.

14.2 All doors, windows and gates are checked by the member of staff when locking up and any defects reported to the Maintenance Department.

14.3 Regular checks are made by the staff throughout the day to ensure that restricted areas remain secured.

15. **Maintaining a Safe and Secure Environment in our Pre-School Department**

15.1 The safety of the children is of highest priority, particularly our youngest students in the Junior School. 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 or an adult with an approved password.
- 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 students at the start of the morning and afternoon sessions.
- Check all students out as they are collected by their parents or carers on a register or record where they are going i.e. afterschool care.

15.2 The entrance to the Pre School class during the school day is via the Junior School Reception, which is equipped with a seating area for visitors. All visitors, including contractors, will be asked to wait there until they have signed in and their escort has arrived. At drop off and collection times the rear door to the EYFS area is open to parents.

15.3 Parents and carers are asked to wait outside the After School Care room for their children at the end of a session. Whilst the After School Care staff check that they are the approved collector or have an approved password. Each child is handed over by the Teacher to his or her parent or carer.

16. Document Change History

Date	Change
October 2017	Policy reviewed
22 June 2017	Minor grammatical changes
2 June 2018	No changes
21 June 2019	Contractors sign in at facilities office
	Para 13.2 In addition there are some mobile CCTV cameras in use from time to time always with the appropriate signage displayed.
	Para 13.2 The main CCTV monitors are in the Science Block cupboard to which access is restricted or password secured on the main system.
8 September 2020	Covid-19 Safety
10 February 2022	Policy reviewed. Minor grammatical and layout changes
14 March 2024	Removed Covid reference, changed terminology of Nursery to Pre School
31 August 2024	Policy reviewed by Director of Operations. No changes required.