

SECURITY POLICY

THE LEGAL POSITION

The security risks faced by Tonbridge School with its associated and dispersed Houses and a site covering over 150 acres are many and varied. The School needs to comply with the varied legislation relating to education and to health and safety as the School has a duty of care to boys, staff, invited guests and trespassers and must take reasonable steps to ensure they do not suffer injury or loss on School premises.

The policy objective is to establish a framework for the proactive implementation of good practice and procedures that will not only ensure the safety of boys, staff and visitors and protect them from the risk of injury or loss while on School premises, but also ensure the physical security of the School's assets.

RESPONSIBILITIES AND ROLES

While ultimate responsibility for the School's physical security rests with the Headmaster, day-to-day monitoring is delegated to the School Bursar in tandem with his role as Joint Chair of the School's Health and Safety Committee. The School has an appointed Safety and Security Officer (SSO) whose terms of reference in respect of Security are to:

- Establish and maintain regular contact with the police through regular meetings and dialogue;
- Provide the Senior Team with up-to-date information about known local risks and the development of good practice;
- Be the point of contact with the local Emergency Services so as to develop close and effective links;
- Analyse security incident trends and other relevant School data in order to advise on the School's security levels, highlighting any lessons to be learnt;
- Identify training needs on security issues and deliver and evaluate training as required;
- Report formally to the School's Health & Safety Committee on security issue when they meet and, in turn, to make a report to the Governors as and when required.
- Maintain a record of all reported crimes or adverse incidents affecting the security of the School.

From January 2019, the SSO has been supported by a small warden in respect of the safety and security of external areas of the School.

In discharging these responsibilities, the SSO has direct access to all members of the Senior Team, Housemasters and, through the Bursar, the Governors' Pastoral Committee which has responsibility for Health and Safety and pastoral care.

PHYSICAL SECURITY – CONCEPT

The open and dispersed nature of the campus with a variety of Public Rights of Way crossing School grounds make the implementation of any form of control of entry impractical. In addition, the School welcomes a large number of visitors to its campus at times as part of its commitment to providing benefits to the wider community. It is widely acknowledged that the openness of the School and its value to the local community is one factor that helps improve the overall security of the School, albeit this openness clearly presents challenges.

Physical security during the working day, therefore, requires point security achieved by securing, where possible, all Houses, main School buildings and Departments with electronic or digital locks. Issue of fobs, cards and/or codes is strictly controlled by the SSO. If it is suspected that a fob, card or code has been compromised, the Safety and Security officer should be notified, as soon as practicable, to ensure access control is not compromised. Separate access arrangements are made for external hires. Staff must be prepared to question possible unwelcome visitors (see below) in and around the School, and report immediately to the SSO, or in their absence the Commercial and Operations Director, School Marshal or Head Porter, any suspicious sightings. Other than politely inquiring about a visitor's right to be on School premises, no attempt should be made to otherwise challenge or restrain those unable to give a satisfactory response. The perceived level of threat will determine the response which, in extremis, could result in a call being made directly to the Emergency Services or implementing the Emergency Procedures as described in a separate School policy. During the silent hours or when the School is closed, reports of any suspicious sightings should be notified to the Duty Porter or, if the circumstances warrant it, directly to the Police. School Porters have received Security Industry Authority (SIA) training and provide a security function for the estate and its occupants. In most instances, their response will be to seek civil Police assistance. Contact numbers are displayed in Lists and Calendar. Staff and boys are encouraged to store contact numbers in personal mobile phones for use in an emergency.

IDENTIFYING UNWELCOME VISITORS

The effectiveness of physical security at the School relies on all members of staff not only being vigilant at all times, but also being willing and able to identify "unwelcome visitors" to the School and inquire about their right to be on School premises. During School hours, and on occasion in the evening, seven identifiable groups of people may be present on the School campus or in Houses:

Group	Identified By ...
1. Boys	Uniform, and known to staff and boys
2. Teachers	Known by staff and boys
3. Other Staff	In uniform, or known to staff and boys
4. Contractors	Wearing a numbered contractor's badge
5. Visitors	Wearing a visitor's badge, OR accompanied by a boy or member of staff at all times
6. Visitors to large scale events (e.g. concerts)	Confined to a specific area in the School (e.g. the Theatre), generally out-of-hours. Note that other buildings should be locked.
7. TSC Members	Physical location at the TSC or in the car park next to it, and with a TSC membership card

Any person on School premises (i.e. on the main School campus or in Houses) who is not clearly identifiable as belonging to one of these groups should be questioned by members of staff as described above.

Outside of School hours, all buildings are locked (with access provided to those members of staff issued with relevant keys), Duty Porters conduct regular patrols of grounds and buildings, and access to large scale events is carefully controlled.

STAFF VETTING

A safe and secure School site relies on having only appropriate staff in place. Staff will be recruited and vetted by the Headmaster (for academic staff) and the School's Personnel Manager acting for the Bursar

(for all other staff) in accordance with all relevant safer recruitment practices as detailed in the School's Staff Recruitment, Selection and Disclosure Policy.

A PRO-ACTIVE APPROACH

In the course of their normal duties all Head of Departments and Housemasters, the Safety and Security Officer and the School Marshal are to identify any procedures, activities or the physical condition of School buildings or plant that could have an adverse effect on security or pose a threat to boys, staff or visitors, invited or otherwise. Particular attention should be paid to potential access to roofs or other high places, the storage of chemicals, or access to machinery or plant; this list is not meant to be exhaustive. In this regard, the Estates Bursar and the Director of Grounds will carry a significant responsibility. Areas of specific concern are to be reported to the School's Safety and Security Officer who will undertake a full Risk Assessment and initiate any remedial action required.

CCTV SURVEILLANCE

The SSO has responsibility for the positioning and monitoring of CCTV surveillance cameras in and around the School campus. With the prior authority of the Bursar, and the concurrence of the Second Master (if boys would or could be involved), targeted covert surveillance may be authorised for the prevention or detection of crime. To accord with the current Data Protection Act, no surveillance records are to be retained for more than 28 days.

REPORTING CRIME

If a crime has been committed, is being committed, or it is suspected a crime is about to be committed within the School domain (including roadways adjacent to the site) or towards boys or staff anywhere, and the suspects are nearby, then the Police should be contacted immediately via the 999 system. Any other instance of crime which is discovered (after the event) concerning School grounds, buildings, School property, boys or staff, or where the perpetrator of the crime is a Tonbridge School boy or staff member, should be reported to the SSO who will conduct a preliminary investigation. Tonbridge School operates in accordance with 'Kent Police N17 Reporting Incidents in Schools' protocol and has primacy in recording and dealing with incidents on its premises or involving its boys or staff. All such crimes will be recorded and where appropriate referred to Kent Police. The Safety and Security officer will maintain the crime reporting system.

SUMMARY AND CONCLUSIONS

Good security in the School will be achieved if all boys and staff are routinely made aware of the many threats that exist and are conscious at all times of the need to question persons, procedures or facilities that do pose, or could constitute, a threat to the physical security of persons or the property of the School. Any concerns should be immediately reported to the Safety and Security Officer, School Marshal or the Duty Porter or, if more appropriate, directly to the police.