



DANES HILL SCHOOL
STRONG & SAGACIOUS

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Author: HEALTH & SAFETY OFFICER

Security Policy



Danes Hill School Security Policy

COVID-19 – please see Covid-19 Risk assessment showing changes to policy due to the pandemic

INTRODUCTION

Our policy for the security and workplace safety at Danes Hill 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 Head Master

The Head Master 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.

The Estates Bursar

The Estates Bursar/Head Caretaker is responsible for the physical security of the buildings, for locking and unlocking external buildings and windows at the start and close of every day, switching on and off security alarms and for carrying out regular checks of the site (both when it is occupied and unoccupied. **Their team manages the CCTV system from the monitors in the Estates Bursar's office.**

The Estates Bursar/Head Caretaker 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]. A Caretaker always remains on duty (as opposed to on call) until he has checked that the building is locked and empty. The Caretaker carries a school mobile phone whilst working or on call.

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

The IT Director

The IT Director and [his/her] team 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's logo], 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.

VISTIORS 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 unless they are parents. 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. See separate policy: School visitors policy and procedure

At Bevendean, ID is required before entry is permitted.

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 electronic vehicle gates at our vehicle entrance, which are linked to our Reception and site office. The pedestrian gates are locked during the school day from 9am to 3pm unless a large numbers are visiting; but are locked overnight and, as additional protection, in the day during the school holidays, when visitors have to contact [the Site Bursar/Reception] in order to gain access.

Parking Facilities and Deliveries

There are clear signs directing visitors to our visitors' car park. There are warning signs and speed humps restricting 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. Deliveries are not permitted between to drive in school gates without being escorted between the hours of 8am and 4.30pm, which are times of high pupil movement.

Reception

The School Reception is manned between 8.00am and 5.30pm during weekdays throughout the term and between 9.00am and 3.00pm during half terms and holiday apart from the Christmas closedown. The master fire alarm panel, showing the location of all alarm call points, and the security alarm panel are is physically located in Main School building. 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 a panic button. A monitor covering the CCTVs located at the front door and the vehicle and pedestrian gates is located in site office.

Training

All staff receive a briefing on security and workplace safety within their first week at the school. More detailed and specific training is given to the Caretaking and site teams and to the staff who work in Reception.

Lone Working

If a member of staff wishes to work after 6.30pm the normal school closure time when there is no function or at the weekend, they must arrange to do so in advance with the duty Caretaker, who will lock the rest of the school, having made sure that the individual is fully aware of how to lock the final door. The late worker should notify the Duty Caretaker once they have left for the night by emailing site@daneshill.surrey.sch.uk.

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 grilles and blinds, which are closed every evening.

All external doors to buildings are fitted with code-operated security locks, 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, [CCF store] 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. (See our separate policy on the supervision of pupils).

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 gates, and the entrances to all other school buildings.

We have notified the Information Commissioner that Danes Hill 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.

Monitoring

A security assessment was conducted by Surrey Police on 27 April 2017

The following statement was issued in the conclusion:

Generally I am satisfied that both school sites present a safe and secure environment for staff and pupils, and my recommendations are based on my opinion of where improvements could be made. My support is ongoing and therefore please do not hesitate to contact me if further advice or a repeat visit is required.

Mike Bessent
Design Out Crime Officer - Northern Division

E: mike.bessent@surrey.pnn.police.uk

All doors, windows and gates are checked by the Caretaker **when locking up**.

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

A regular reviews of security will be carried out on an ongoing basis. Our last ISI compliance inspection did not raise any safeguarding concerns.

Missing child policy

Stranger danger