ACCESS CONTROL AND SITE SECURITY POLICY

This policy refers to both Wellington Senior School and Wellington Prep School

Head	Alex Battison
Author	J L Talling – Director of Operations
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1.0   Introduction

The Board of Governors recognise and accept their corporate responsibility to provide a safe and secure environment for students, employees and visitors to Wellington School. The School's security procedures will operate within the framework described in this policy.

Our policy for access control and site security at Wellington School is primarily to provide a safe and secure environment in which our students can learn, our staff can work and our visitors can safely 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.

Where appropriate the Governors and Leadership Team will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The Governing Board will provide staff with enough resources, information and training to implement the security procedures.

The Governing Board will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of pupils and staff.

Security is treated as part of health and safety and is subject to the same regime of risk assessment.

The School cooperates with its' local police force, fire and rescue service and local community and aims to achieve a balance between providing reasonable security protecting pupils, staff, parents, visitors and contractors, and turning the School into a fortress.

Wellington School has many facilities that are widely used by the local community.

The Governing Board, which is responsible for the School's security strategy, will monitor and review the access control and site security policy and procedures from time to time.

2.0   Responsibilities

At Wellington School, executive responsibility rests with the Head, with operational responsibility devolved to the Director of Operations and with day-to-day responsibility delegated to the Campus team.

The Director of Operations and the Campus Team are responsible for:
- ensuring that all staff within the School receive information, instruction and training in the Access Control and Site Security policy and associated procedures
- establishing a system for the reporting, recording and investigation of breaches of this policy and taking reasonable steps to prevent reoccurrence
- ensuring that all visitors, contractors and agency staff adhere to this policy
- monitoring the implementation of the policy and security arrangements
- ensuring the physical security of the buildings including ensuring that there are procedures in place for locking and unlocking 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 campus (both when it is occupied and unoccupied).
- managing the CCTV system based in the Campus Office
- ensuring there is a call out procedure in place to ensure that at least one member of their team is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays.

The Director of Operations, Health and Safety Advisor or security contractor will summon the Emergency Services if the security or fire alarms go off outside the hours that the School Office is staffed, unless they are pre-warned of a planned fire practice. As an additional security measure the Head, the Head of Boarding, and Head Groundsman live on Campus, and have access to all buildings, as do the resident boarding staff.

The School's Health and Safety Committee has Campus security as a standing item.

The Health and Safety email is available to all staff to report any concerns.

The Health and Safety Advisor with the Director of Operations will review, monitor and adjust requirements as required

The IT Network Manager, who is on contract, together with the 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.

At least one member of the teaching staff is always present on duty in order to supervise students whenever they are in the School outside normal school hours. 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. Boarding students are able to call on a member of staff at any time if necessary, by telephoning the numbers published in each boarding house.

The security contractor on duty carry a mobile phone whilst working. That number is made available to all members of staff resident on campus to use if they need assistance and is published by the Campus Team and issued to all departments.

3.0   Staff

All staff should be aware of the School's security procedures, especially those that have been given a specific role to play in implementing the procedures, and staff should comply with this policy to ensure the safety of themselves and others on the campus.

As part of the induction process all staff receive a health and safety briefing within their first week at the School.

This includes advice on:

- Supervising students, where new members of the teaching and boarding staff are given training in registration and in the arrangements for supervising students and safeguarding their personal possessions.
- Safeguarding the School's property.
- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Arrangements for out of hours and lone working. (Staff working out of normal working hours are asked to inform the Campus Office or Reception when working out of hours on campus and also when they leave). Staff who work in the Nursery Department or with EYFS children receive induction training that covers the needs of our youngest students

The briefing covers:

- The location of the School's CCTV cameras in the high-risk areas of the School, together with the School's monitoring procedures.
- 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.

All staff inductions are recorded on the employees training profiles.

4.0   Students

Are encouraged to take personal responsibility for the security of themselves and others and to cooperate with the arrangements made for the security of the School.

Breaches of the School security arrangements are a breach of the School's Promoting Good Behaviour Policy.

PSHEE lessons and house/tutor discussions are used to promote awareness of safety amongst all age groups covering –

- Travelling on foot
- Road safety
- Using public transport
- Safeguarding mobile phones and other personal possessions.

This programme continues in higher years and is linked with our PSHEE programmes on anti-bullying and the safe use of ICT, mobile phones and other electronic devices.

Every student in the Lower School and Upper School is given a locker for the secure storage of his or her personal possessions. Our boarders have lockable storage facilities in their boarding houses and each house has an electronic safe where larger amounts of money, passports etc. can be stored. House staff have access to this safe so that pocket money can be given out as and when necessary.

We encourage Senior School students not to bring large amounts of money or valuables to School. 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 Finance Office. Prep School students are not allowed to bring money or valuables into School.

4.1 Boarding Students

We have a strict regime for timings for all boarders after the School day has ended. Junior boarders (years 7-10) have supervised prep after dinner at 18.00. All boarders attend each evening meal from 17.45-18.30. Senior boarders are then expected to be back in the house by 18.45 when prep starts and they are then supervised in house by the duty member of staff, or in the Dukes Study Centre by a rota of staff. Junior boarders are supervised throughout the evening until bed time and senior boarders are allowed to use the School facilities and go to town having signed out of the house after prep finishes at 20.45. All senior boarders are required to be back in houses by 22.00 where they are registered by the duty member of staff. All houses have signing in and out procedures and students have to state their destination and their expected arrival time back in the house.

5.0   School Receptions

The Senior School Reception is staffed between 8.15am and 5.30pm during weekdays throughout the year, other than on Bank Holidays. The Prep School Reception is staffed between 8.00am and 5.00pm throughout term time. All Reception staff are given advance warning of fire practices. If the alarm goes off for any other reason, the Reception staff have standing instructions to summon the Emergency Services. The PRSC Reception is open at different times and is staffed when open.

5.1 Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to students or staff.

All external doors are fitted with locks and all external doors to buildings that access student areas, with the exception of the Chapel, are fitted with an Access Control System or code-operated security locks. Staff and students are issued with access bands or lanyards by the Campus Office in the Senior School & Prep Reception.

There are also electronic gates in operation on part of the Campus, currently at the Main School Entrance and Northside.

Wellington School has, through risk assessment, balanced the need to remain a welcoming environment to the community with the need to safeguard students. The risk of students absconding and the potential for injury while doing so should be taken into account when designing, installing and maintaining physical controls.

5.2 Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

All visitors report to the Main School Reception or the Prep School Reception on arrival and should park in the allocated visitor parking areas If they are visiting the PRSC they should report to the Reception in the PRSC building.

Please see our Visitor Policy on the Policies page of the School website for further information.

5.3 Supervision of Students

Please see the Supervision of Student Policies on the School website for further details.

5.4 Unsupervised access by Students to potentially dangerous areas

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, the CCF store etc. Doors to these areas are kept locked at all times when not in use. All flammable liquids are kept securely locked in appropriate storage facilities.

Students do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the School. There is a School Campus Plan which includes an areas of risk plan which is located in key areas where staff and pupils can review.

5.5 Third parties, extended services and community groups

Our school security arrangements take into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved.

Local community groups may use our sports and drama facilities outside of school hours, at the weekends and in the holidays. Facilities use is regulated by booking agreements that cover practical matters such as: hours of usage, rent, insurance, safeguarding and security. Risk

assessments are undertaken for any such bookings in accordance with our Risk Assessment Policy.

All visitors and contractors are required to sign in at one of our Receptions, where they are issued with a visitor's badge, which should be worn at all times. The visitors badge contains information on the School's safeguarding procedures and the way to the fire assembly points. Visitors and contractors wait in the Reception areas 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. – Please see our Visitor Policy.

(The special arrangements for visitors to our Nursery Department are described at the end of this document. Otherwise, this policy applies throughout School).

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.

Risk assessments are undertaken for any such events in accordance with our Risk Assessment Policy.

5.6 Supervision of contractors

In line with Keeping Children safe in Education Guidance, the School will make a judgement as to the level of safeguarding checks required depending on the nature of the work to be undertaken and the timing, location and frequency of the Contractors to the site. Contractors and maintenance personnel who have not undertaken the necessary checks will not have unsupervised access to children.

They will be controlled as follows:-

- All will be given red school lanyards and be expected to wear them.
- They will only park where authorised to do so in the visitor parking or in agreed contractor locations depending on the nature of the work being undertaken
- Will only carry out work agreed at the start of the contract and at the times agreed with the Director of Operations and the Campus Office
- Will be supervised at all times by school staff.

5.7 Lone Workers

It is recognised that there are occasions when staff may be required, or choose, to work alone or in isolated situations. This may introduce risks for a normally non-hazardous work activity. The risk assessment should be reviewed before tasks and activities are undertaken

Further information regarding Lone Working can be found in the School's Lone Working Policy, which is available electronically on the School's Firefly system.

5.8 Cash Handling

Staff should avoid keeping large amounts of cash on the School premises wherever possible and where this is necessary, cash should be held in a locked safe. Staff should avoid handling cash in visible areas and any banking should be done at irregular times particularly where substantial sums are involved.

5.9 Valuable equipment

Items of valuable portable equipment with a value above £250 should not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment takes into account the location and security arrangements for high value equipment, for example ICT equipment.

5.10 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and students personal property. Both are discouraged from bringing to school any valuable personal property.

Lost property should be handed to the school reception where it will be kept for 6 months before disposal.

5.11 Medicines

There are occasions when staff and students may be prescribed treatment where medicines are needed during school time. Please see the Schools Administration of Medicines Policy and Controlled Drugs Operating Procedure (both available on Firefly) for further details.

Staff should keep any personal medicines in a secure place where they cannot be accessed by other staff or students.

6.0   Physical security measures

The Board of Governors has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and students. This will be reviewed on a regular basis.

The risk assessment takes into account –

- The location and layout of the School
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented. The cost of physical security improvements and the availability of funding.
- Where justified, after consideration of the risk, governors will ensure that physical security measures are installed.
- Where physical controls are not justified the governs will ensure that other controls are implemented by the School to ensure the safety of staff and students.
- Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

6.1 Security Lights

The School uses extensive outside lighting and security lights to protect the outside of our buildings and to light key walking areas across the campus. They are fitted adjacent to most external doors and pathways around each building.

6.2 CCTV

The School has CCTV camera coverage across the campus including the main entrances used by visitors, most boarding house entrances and other access points used by pedestrians and vehicles. For further information please refer to the CCTV Policy, which is set out in full at Annex 6 of the E-Safety Policy.

6.3 Access to the Campus and Parking Facilities

There are clear signs directing visitors to our visitors' car parking spaces; warning signs restricting speed to 5mph and traffic calming methods to restrict speed are in place.

There are electronic vehicle gates at our main entrance and Northside entrance which close at appropriate times. Our other vehicle access gates are locked at night by the security team. The pedestrian gates are open during the school day but are shut overnight. All access points to the Prep School are locked during the school day, securing the Nursery which is located within the Prep School.

6.4 Locking arrangements.

At different times of the day the school security arrangements require the locking of various entrances and exits. This will be undertaken by the Campus Team and the current Security contractors.

The School uses a Security Contractor whose current working times are 7pm to 1am, 365 days per year. These times are regularly reviewed and can be adjusted if required of if events/activities are taking place. The teams used hold individual Security Industry Authority (SIA) Licences.

6.5 Key Holders

Key holders may need to attend the School premises outside of normal working hours. This may be to carry out normal work activities or following the activation of an intruder alarm or some other emergency.

It is the responsibility of all school staff and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Director of Operations. If members of staff fail to follow procedures designed to protect their safety, this could result in disciplinary action as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

Staff should be proactive in bringing to the attention of the Head or Director of Operations any aspect of work-related risks which may occur when lone working.

7.0   Risk Assessment

The School Health and Safety Advisor will conduct, review and record risk assessments on the security and safety of the grounds and all the buildings. The findings will be used to inform the review of this policy.

7.1 Monitoring and Review

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

All doors, windows and gates are checked by the security staff when locking up.

This policy will be reviewed at least annually and sooner if appropriate.

Appendix 1

MAINTAINING A SAFE AND SECURE ENVIRONMENT IN OUR NURSERY DEPARTMENT

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We:

- only allow a child to go home with someone other than their parent(s) if we have received advance permission (preferably in writing) or been given a password that is shared between the person collecting, the staff at the setting and the parent that the child may be collected by another adult
- ensure high levels of supervision indoors and outdoors on the Nursery premises. 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 at Reception, wear security badges and are escorted throughout their visit. They sign out on leaving
- ask parents to sign their child in and out according to attendance patterns
- Register all pupils at the start of the morning and afternoon sessions and sign them out as they are collected by their parents or carers.

All visitors to the Prep School are required to sign in at the Prep School's Reception area. Known parents and carers are greeted at the door by staff and allowed access to collect their child. If the staff are in any doubt regarding the validity of a visitor then a check will be made to the Prep School's Reception staff.