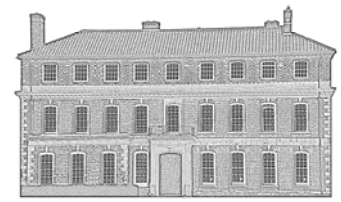


# WINDLESHAM HOUSE SCHOOL

## SECURITY & SAFETY POLICY

Reviewed: January 2011

Policy Ref: 020



Windlesham

### 1) Policy Statement

Our policy for security and workplace safety at Windlesham is:

- a) Primarily to provide a safe and secure environment in which our children can learn, our staff can work and our visitors can freely come and go.
- b) To protect our buildings and grounds, together with the equipment belonging to the School and the personal possessions of everyone in our community.

This policy also applies to our Early Years Foundation Stage and after School care.

### 2) Organisation

#### a) The Facilities Manager

- i) The Facilities Manager and in his absence, the 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).
- ii) His team manages the CCTV system via a PC connected to the internet based system.
- iii) The Facilities 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.
- iv) A Caretaker always remains on site and checks that the building is locked and empty.
- v) The Caretaker carries a School walkie-talkie whilst working or on call and a mobile telephone at all other times. That number 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.
- vi) In the event the fire alarm system is activated, the Emergency Services are automatically called by the external fire monitoring service.
- vii) The Caretaker will attend the building/fire panel if the fire alarms go off outside the hours that the School Office is Staffed, unless he is pre-warned of a planned fire practice.

#### b) The Head of IT

- i) The IT Director and her team are responsible for maintaining a safe IT technical infrastructure at the School. Her 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.
- ii) 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.

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### **c) Teaching Staff on Duty**

- i)** At least one Member of the teaching Staff is always present on duty in order to supervise Children whenever they are in the School outside normal School hours. Children are not allowed to be unsupervised on site, and are expected to go home/to their boarding houses by 7.30pm.
- ii)** Arrangements are made to ensure Children are supervised during play and concert rehearsals, or other events that bring small groups into School out of hours.
- iii)** All Members of the teaching Staff are expected to take their share of late and weekend duties. Staff are on duty in all boarding houses in the evenings and at weekends. Children are able to call on a Member of Staff at any time if necessary.

### **d) Medical Support**

- i)** There is a qualified nurse on duty in the Medical Centre 24 hours a day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.
- ii)** A number of Members of the teaching Staff and non-teaching Staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published in the Health & Safety Policy Manual and in first aid notices that are displayed around the School.
- iii)** One Member of Staff who is a qualified Paediatric First Aider is always on duty when children from our Pre Prep Department are in School.
- iv)** First aid boxes are in all potentially high risk areas, as well as in the School Office. (The School Nurse regularly checks and replenishes the first aid boxes).

### **3) Risk Assessments**

- a)** The Facilities Manager has conducted risk assessments on the security and safety of the grounds and all the buildings.
- b)** A copy of these risk assessments, together with a copy of this policy is in the Staff section of the School's intranet Health and Safety folder and in the Facilities Manager's office.

### **4) Visitors and Contractors**

- a)** 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 that they are on School property.
- b)** They are shown the School's emergency evacuation notice (see our policy on fire safety) and the way to the assembly point.
- c)** Visitors should normally wait in our Reception/Front Hall Waiting Area until they are collected by the person whom they have come to see.
- d)** 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.

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- e) The separate arrangements for our Pre Prep Department are described at the end of this document. Otherwise, this policy applies throughout the School.
- f) 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.

### **5) Disabled Visitors**

- a) We suggest that Visitors to the School who are disabled let us know in advance if they require any special arrangements.
- b) We will do our best to make sure that the visit is as comprehensive as possible, within the constraints imposed by our listed buildings, on a scattered site.
- c) We are progressively introducing facilities for wheelchair users as our buildings are upgraded. We already have several ramps; but do not yet have total coverage of the site. We have disabled parking outside our front door.

### **6) Access Control**

- a) There is an electronically controlled door at our main entrance, which is linked to our School Office/Reception.
- b) Daytime access to the various School buildings is by pass-code protected/electronic pedestrian doors but these doors are locked overnight and, as additional protection, in the day during the School holidays, when Visitors have to contact the School Office/Reception in order to gain access.
- c) The entrances to the Pre Prep Department are always locked when Early Years Foundation Stage (EYFS) children are in School.

### **7) Parking Facilities and Deliveries**

- a) There are clear signs directing Visitors to our Visitors' car park.
- b) There are warning signs restricting speed to 10mph, 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 not to make food deliveries at times of high pupil movement.

### **8) Reception**

- a) The School Reception is manned between 8.00am and 5.30pm during weekdays and 8.00am and 1.00pm on Saturdays in term-time and between 9.00am and 4.30pm during half terms and holidays apart from the Christmas and Easter closedowns.
- b) The master fire alarm panel, showing the location of all alarm call points, is physically located in the Front Hall.
- c) The Staff are given advance warning of fire practices. If the fire alarm goes off for any other reason, the buildings will be evacuated; the 24/7/365 external monitoring service summon the Emergency Services.

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- d) A small monitor covering the CCTV located at the front door is positioned by the Reception desk, so that it is visible to the Receptionist on duty; but not to passers-by. In an emergency, the Reception Staff can call the Facilities Manager and/or the Bursary for immediate assistance.
- e) The designated Reception/Waiting area in the Pre Prep Department for parents and Visitors is in the Conservatory. In an emergency, LW Staff can call the main School Reception for immediate assistance.

### **9) Promoting a culture of Safety**

#### **a) Staff Induction**

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

- i) Supervising Children, where new Members of the teaching [and boarding] Staff are given training in registration, in the arrangements for supervising Children.
  - ii) Safeguarding their personal possessions. Every Member of Staff is given his or her own locker for storing valuables.
  - iii) 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.
  - iv) Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
  - v) Keeping outside doors shut.
  - vi) Arrangements for late and lone working
- b)** Staff who work in the Pre Prep Department or with EYFS children receive induction training that covers the needs of our youngest Children. The briefing also covers:
- i) The location of the School's CCTV cameras in the high risk areas of the School, together with the School's monitoring procedures.
  - ii) The procedure for booking in Visitors and escorting them.
  - iii) The value of being curious about strangers, and of reporting concerns.
  - iv) The regime of login and password protection for electronic equipment.
  - v) How academic, medical and boarding Staff are trained in keeping Children safe. (See policy on Induction of New Staff in Child Protection).
- c)** More detailed and specific safety and security training is given to the Caretaking, Maintenance & Grounds teams and to the Staff who work in Reception.

### **10) Lone Working**

- a) If a Member of Staff wishes to work after 8.30pm, the normal School lock-up time, s/he must advise the Duty Team that they remain on site.

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- b) The late worker should collect one of the School's walkie-talkies (set to Channel 1) and ensure that it remains within reach for as long as s/he is alone in any part of the buildings.
- c) S/he should notify the Duty Team once s/he has finally left for the night, which should be no later than 10pm.

### **11) Children**

- a) We use Personal, Social, Health and Economic (PSHE) and form/house/tutor discussions to promote awareness of safety amongst all age groups. The local Police Community Safety Officer are involved in a programme of safety discussions for our Year 7s, which covers:
  - i) Travelling on foot
  - ii) Using public transport
  - iii) Safeguarding mobile phones and other personal possessions.
- b) 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.
- c) Our boarders have storage facilities in their boarding houses. We encourage children not to bring any money or valuables to School. We have cashless dining/the cost of all meals is included on the School bill. We advise children that if they have to bring some money into School because of some planned holiday or weekend activity, that they can store it securely with their Houseparents.
- d) All children are expected to return to their boarding houses when bed bells are rung. Our Staff carry out regular patrols of the School until 10.00pm.

### **12) Use of School Facilities by Members of the Local Community**

- a) A number of local community groups use our sports and drama facilities outside School hours, at weekends and in the holidays.
- b) We regulate their use by hire agreements that cover practical matters such as: hours of usage, rent, insurance and security.
- c) A Member of our Security or Caretaking team is always on site when outside groups are present.

### **13) Physical Security Measures**

- a) External doors and windows
  - i) 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.
  - ii) All external doors to buildings are fitted with code-operated security locks, which are always in operation.

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### **b) Unsupervised Access by Children**

- i)** We ensure that Children 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.
- ii)** All flammables are kept securely locked in appropriate storage facilities.
- iii)** Children do not have access to the Grounds, Maintenance, Catering and Caretaking facilities.

### **c) Security of Electronic Property**

Notices are displayed in the IT suites advising that all computers, projectors and language laboratory equipment are password protected and cannot be activated without a recognised login and password.

### **d) Marking Property**

- i)** All valuable and electronic property is marked clearly with the School's logo as a deterrent to theft.
- ii)** A register of non-electronic valuables is maintained by the Bursary. The IT Director maintains the register of electronic equipment. Both registers are reviewed annually.

### **e) 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 park[s].

### **f) CCTV**

- i)** We have CCTV cameras covering the main entrance used by Visitors, the pedestrian and vehicle gates, and the entrances to all other School buildings and boarding houses. Refer to the CCTV plan.
- ii)** We have a total of 28 cameras, all of which are equipped with IR night vision and are vandal and weather proof.
- iii)** We have notified the Information Commissioner that the School operates a CCTV system for the prevention and detection of crime and for the protection of Children, Staff and Visitors.
- iv)** 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.
- v)** We conduct an annual audit and review of our use of CCTV, and display signs at our entrances, warning of its usage.
- vi)** Access to the internet based CCTV system is highly limited and password controlled.
- vii)** The Facilities Manager & IT Manager are trained in operating, recording and retaining images taken. They are aware of the procedure for handling requests for the disclosure of their own image by individuals, where the School's policy is:

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- (1) To agree the request on production of a photograph confirming the identity of the individual making the request and an administrative fee of £10.00.
- (2) To consult the Information Commissioner where there is doubt about the request.
- viii) Our CCTV system is serviced annually and cameras are checked regularly to ensure that they continue to provide clear images

### **14) Maintaining a safe and secure environment in our Pre Prep Department**

- a) The entrance to the Pre Prep Department building leads to the Pre Prep's own Reception/Waiting area (the Conservatory) which is equipped with a seating area for Visitors. All Visitors will be asked to wait there until they have signed in and their escort has arrived. The security locks make it impossible for Visitors to proceed further until this process has been completed. Parents and carers are asked to wait in this area for their children at the end of a session. Each child is handed over by the Teacher to his or her parent or carer.
- b) The safety of the children is our highest priority and because they are so young, we need to be particularly vigilant. We will therefore:
  - i) 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.
  - ii) 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.
  - iii) 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.
  - iv) Register all Children at the start of the morning and afternoon sessions.
  - v) Check all Children out as they are collected by their parents or carers.
  - vi) Children are signed out when leaving Late Club.