



[www.dallingtonschool.co.uk](http://www.dallingtonschool.co.uk)

## **Security, Access Control, Workplace Safety and Lone Working Policy**

### **INTRODUCTION**

Our policy for the security and workplace safety at Dallington 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 Headteacher**

The Headteacher 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 Caretaker**

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). The office staff manage the CCTV system from the monitors in the School office. The Caretaker is supported by the cleaners in these duties.

The Caretaker ensures that at least one member of the Management Team is on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. A member of the Management Team always remains on call until the building is locked and empty. The Caretaker carries a school mobile phone whilst working or on call and is contactable on their own personal mobile, when off site. That number is made available to all members of staff to use if they need assistance.



## **The Cleaners**

The Cleaners are employed by an external company and are responsible for the securing of the building at the end of each day including days worked during the holidays unless another arrangement has been made with the Caretaker/Bursar.

## **'Redcare Secure' Service from ADT**

If the security or fire alarms go off outside the hours that the School Office is staffed, the key holders are telephoned by ADT, in priority order. The first person who speaks with ADT will make a decision as to whether to attend the site and investigate and/or summon the Emergency Services.

## **The Computing Coordinator**

The Computing Coordinator and Rock IT 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 labelled 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.

## **Teaching Staff on Duty**

At least one member of the staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. Pupils are not allowed to be unsupervised on site, and are expected to go home by 3.45 pm or 4.45 / 5.15 pm, if attending an after school club. Children who are collected late will wait with the Club leader in the basement where a member of the office staff is present or with two members of office staff, when possible. The parents will always have been contacted and their estimated arrival time obtained.

## **RISK ASSESSMENTS**

The Caretaker and Staff have conducted risk assessments on the security and safety of the building and regularly visited off-site premises such as the playground and the swimming baths. A copy of these risk assessments, together with a copy of this policy is kept online on the shared drive (in the Health & Safety folder) and in a folder in the School office.

## **VISTORS AND CONTRACTORS**

Most visits are pre-booked and logged in one of two office diaries (Main diary and School Tour diary). 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 told the school's emergency evacuation procedure 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. 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.

The special arrangements for our Nursery Department are described at the end of

this document. Otherwise, this policy applies throughout Dallington 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. Any such event is subject to our risk assessment policy.

### **Access Control**

The pedestrian gate at the top of the fire exit staircase is un-padlocked at 7.30 am and throughout the school day. It is locked overnight and at all other times that the building is vacated. The basement door has the mortice lock unlocked at this time and the intruder alarm deactivated. This door is a Fire Escape.

The front doors at ground level are unbolted at this time. This is also a Fire Escape. One of these double doors is opened and manned by a member of staff from 8.40 am until 9.00 am when lessons start and it is closed. The member of staff continues to man the basement entrance, allowing access for latecomers with the school mobile phone handset. N.B. No exiting the building by visitors and parents is allowed via the front door during school hours unless in an emergency.

The basement door is the main access point when the front door is closed. This door and entrance is monitored by a CCTV system, monitored in the school office and access is gained by announcing oneself clearly and an intercom system manned mainly by the office staff who can see the CCTV monitor. In the rare event that the intercom is answered elsewhere in the building, the visitor must be known by the staff member allowing access or the visitor must be met at the door. The entrances to the School are always locked when the children are in school.

The front door is re-opened at 3.25 pm and manned by a member of staff until 3.45 pm when it is closed.

During after school clubs, the basement door once again becomes the main access point. Some clubs man the front door during collection time at either 4.45 pm or 5.15 pm.

At the very end of the day, the cleaners will finally lock the building, bolting all necessary doors including the front doors, they will mortice lock the basement door, set the intruder alarm and padlock the fire exit gate.

If any difficulties arise with this, they will contact the Bursar.

### **Parking Facilities and Deliveries**

We do not, unfortunately, have facilities to park on site. There is limited, metered on-street parking.

There are on-street school warning signs encouraging restricted speed and the borough has a speed limit of 20 mph.

All deliveries are made via the school office. Occasionally, access will be given via the front door, which will be manned by a member of staff whilst the delivery takes place and then closed by that member of staff, who will also ensure that the delivery person has left the building.

## **Reception**

The Caretaker and also the Headteacher (except on Wednesday) are on site and will endeavour to answer the telephone from 7.30 am.

The School Reception is manned by the office staff between 8.30 am and 5.00 pm during weekdays in term-time and between 8.30/9.00 am and 4.30/5.00 pm on certain days during half terms and holiday. The master fire alarm panel, showing the location of all alarm call points, and the security alarm panel is physically located in the stairwell inside the front door. The staff are given advance warning of weekly fire alarm testing. They are not, however pre-warned of termly evacuation practices. If either alarm goes off for any other reason, the school has a Redcare Secure service with ADT and for backup, the staff have instructions to summon the Emergency Services.

The reception desk is fitted with a panic button. A monitor displays the CCTVs located at the front door, the basement stairwell, the basement entrance and the front door. This is visible to the Receptionist on duty; but not to passers-by.

## **Training**

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

- Supervising pupils, where new members of the teaching staff are given training in registration, in the arrangements for supervising pupils.
- 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.
- Keeping outside doors shut.
- Arrangements for late and lone working
- Staff who work in the Nursery Department or with EYFS children receive induction training that covers the needs of our youngest pupils.

The briefing also covers:

- The location of the school's CCTV cameras at 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 staff are trained in keeping pupils safe.
- More detailed and specific training is given to the Caretaker and to the staff who work in Reception.

## **Lone Working**

Members of the Administrative and Site team lone work on occasion. We do not permit lone working for other members of staff and insist that a Caretaker or cleaner is in the building for as long as another member of staff is there. Occasionally, teachers may work late whilst the Bursar is in the office. Staff working late will inform the Bursar or the Cleaning Staff when they are leaving.

## **Pupils**

We use PSHE and class 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 6 children, which covers:

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

We encourage pupils not to bring large amounts of money or valuables to school. We advise pupils 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 office.

### **Use of School Facilities by Clubs**

Holiday Clubs use our facilities outside school hours 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 Management team is always on call when outside groups are present and access is by arrangement with the Caretaker and Bursar.

## **PHYSICAL SECURITY MEASURES**

### **External doors and windows**

All external doors and windows are fitted with locks and the main front doors are also fitted with bolts.

### **Security Alarms**

Every external door and some internal doors are linked to the security alarm system. The alarm is regularly maintained and conforms to British standards and is operated in accordance with the recommended code of practice.

### **Gates**

The basement fire exit gate is secured by padlock at night.

### **Unsupervised Access by Pupils**

We ensure that pupils do not have unsupervised access to anywhere in the building, apart from the lavatories. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school.

### **Security of Electronic Property**

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

### **Marking Property**

All valuable and electronic property is marked clearly as a deterrent to theft. A register of non-electronic valuables is maintained by the Bursar. The Computing Coordinator with Rock IT maintains the register of electronic equipment. Both registers are reviewed annually.

### **CCTV**

We have three CCTV cameras covering the two main entrances used by visitors.

We have one CCTV camera inside, on the stairwell leading up from the basement entrance to the front door. We have a total of four cameras, all of which are equipped with IR night vision and are vandal and weather proof.

We have notified the Information Commissioner that Dallington 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. We conduct an annual audit and review of our use of CCTV, and display signs at our entrances, warning of its usage. Our main monitor is in the School office, facing the Receptionist.

The Office staff 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:

- 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 (£10.00 is the current maximum set by the Information Commissioner).
- To consult the Information Commissioner where there is doubt about the request.

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

### **Monitoring**

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

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

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

### **MAINTAINING A SAFE AND SECURE ENVIRONMENT IN OUR SCHOOL & NURSERY**

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. 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.
- Never allow a child to leave the premises unsupervised. There is always a high adult : child ratio in the off-site playground
- All visitors are asked 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.
- Our staff register all pupils at the start of the morning and afternoon sessions.
- Each child is verbally handed over by the Teacher or Teaching Assistant to his or her parent or carer. All children are asked to say goodbye when they are leaving to ensure that an efficient handover occurs.

All Policy Documents are available on the school website [dallingtonschool.co.uk](http://dallingtonschool.co.uk)  
All Risk Assessments are available to staff on the Shared Drive.

Recommended review period: Annual

Review by: Bursar

Date reviewed: 30<sup>th</sup> May 2017