



ST JAMES
Senior Boys' School

Security Policy - Ashford

Updated: August 2018

1. INTRODUCTION

Our policy for the security and workplace safety at ST JAMES SENIOR BOYS' 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.

2. RESPONSIBILITIES

The Headmaster

The Headmaster 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 Manager

The Estates Manager 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 Manager's office. The Estates Manager ensures that at least one member of his team of Caretakers/security staff/groundsman 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 duty Caretaker carries a school mobile phone whilst working or on call. 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.

A Caretaker or resident will summon the Emergency Services if it is apparent that there is a fire or a break-in and if the security or fire alarms go off outside the hours that the School Office is staffed.

The Bursar

The Bursar is responsible for maintaining a safe IT infrastructure at the school. His 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 postcode, and a register is maintained of all equipment showing: make, date of purchase, cost and location in the school. The IT asset register is audited and updated annually.

Teaching Staff on Duty

At least one member of the teaching 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 4.15 pm. Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours.

3. RISK ASSESSMENTS

The Estates Manager, Caretakers and the Groundsman have conducted risk assessments on the security and safety of the grounds and all the buildings. A copy of these risk assessments, together with a copy of this policy is available in the staff section of the school's intranet (Schoolbase) and in the Estates Manager's office.

4. VISITORS 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. All staff are responsible for their visitors whilst they are at the school and for ensuring that they sign out and return their badges on leaving.

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 fire evacuation procedure, or the details are given in the programme for the event. 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 School Reception office. The pass-code protected pedestrian and main gates are shut during the school day except at school arrival and departure times. The main gates are open Monday-Thursday evenings 5pm to 9.15 pm to allow in footballers using the astro-turf pitches. At 9.15pm the gates are shut by the evening caretaker, the caretaker is on duty from 4pm each evening. The gates are kept shut overnight and during holidays. Callers /contractors have to contact members of the estates team for access during holidays, the contact phone number is posted on the main gate. All staff have the main and pedestrian gate codes. Residents in the on-site properties have electronic devices which remotely open the main gates, after opening the gates shut again automatically.

Parking Facilities and Deliveries

Callers at the main gate are directed via the entry phone to the main car park or to the rear door of the building for deliveries.

- There is also a sign directing visitors to our visitors' car park.
- Vehicle speeds are restricted to 10mph on site and there are warning signs notifying this along with speed humps to restrict speed.
- Double yellow lines outside the Moot Assembly Hall prohibit parking in this area and the road approaching the car park has no parking signs.

- There is a ‘children crossing’ warning sign adjacent to the roadway at the rear the boarding block.
- There is a parent pick up/drop off area to the left of the main drive next to the lodge.

Reception

The School Reception is manned between 7.50am and 6.00pm during weekdays in term-time. The master fire alarm panel, showing the location of all alarm call points, and the security alarm panel, are physically located in the corridor adjacent to the foyer. Reception staff are given advance warning of fire practices, if either alarm goes off for any other reason, staff have standing instructions to summon the Emergency Services.

The reception desk is fitted with a panic button. Small monitors covering the CCTVs located at the front door and the vehicle and pedestrian gates located in the Reception area.

5. 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 their personal possessions.
- 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.
- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Arrangements for late and lone working.

The briefing also 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 pupils safe. (See policy on Induction of new staff in Child Protection).

More detailed and specific training is given to the Caretaking team and to the staff who work in Reception.

6. LONE WORKING

We do not permit lone working and insist that a Caretaker is in the building for as long as another member of staff is there.

7. PUPILS

We use PSHE and Assemblies to promote awareness of safety amongst all age groups. The local Police Community Safety Officers are involved in a programme of safety discussions for our Year 7s, which covers:

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

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.

Every pupil is given a locker for the secure storage of his or her 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 with the Head of Year or their Form Tutor.

8. USE OF SCHOOL FACILITIES BY MEMBERS OF THE LOCAL COMMUNITY

Local community groups use our facilities outside school hours, at weekends and 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 Security or Caretaking team is always on site when outside groups are present.

9. PHYSICAL SECURITY MEASURES

External doors and windows

All external doors and windows are closed, locked and checked each evening

All external doors to buildings are fitted with operating code-operated security locks,

Security Alarms

The school uses a 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

There are electronic gates at the vehicle and main pedestrian entrances (see above).

Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as 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 of Electronic Property

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

Marking Property

A register of non-IT valuables is maintained by the Estates Manager. The IT Engineer maintains the register of IT equipment. Both registers are reviewed annually.

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.

10. CCTV

We have CCTV cameras covering the main entrance used by visitors, the pedestrian and vehicle gates, and all entrances to the main school building. CCTVs are also placed in the following areas: Car park, Year 11 locker rooms and corridor, Moot yard, 6th form common room, deliveries entrance, eating area outside the refectory, chapel yard, bin compound, maths block, stairwell outside the IT office and the Maclaren stairs. We do not have CCTV cameras inside any other buildings. We have a total of 18 cameras, all of which are equipped with IR night vision and are vandal and weather proof.

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 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 monitors are in the Estates Manager's office, the Reception area and the Deputy Heads office, to which access is restricted. Satellite monitors covering the front door and the pedestrian and vehicle gates only are in Reception, facing the Receptionist. The satellite monitors are switched off when Reception is closed.

The Estates Manager/Caretakers 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. An annual checklist of our system is carried out using the checklist at Appendix 2 to the ICO's CCTV Code of Practice, 2008 (www.ico.gov.uk). [Schools may download this document].

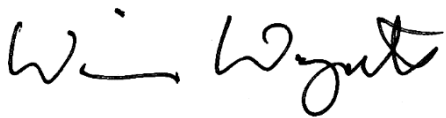
Monitoring

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 throughout the day to ensure that restricted areas remain secured.

Effective date of the policy:	1 September 2018
Reviewed July 2018:	Steven Marshall - Head of Estates
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Authorised by:	
Print:	William Wyatt - Bursar
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