



OLD BUCKENHAM HALL

Brettenham Park
Ipswich, Suffolk, IP7 7PH
Website: www.obh.co.uk

Security Policy & Procedure

January 2015



OLD BUCKENHAM HALL

SECURITY POLICY AND PROCEDURES

Introduction

The Governors and Staff of Old Buckenham Hall School ('the School') are very aware of the importance of maintaining a high level of personal security within the School as well as reducing the potential for arson, theft and vandalism.

OBH is an 80 acre site with Listed status, where children are encouraged to play and explore freely. We implement a risk-benefit system of assessment.

The purpose of this policy is to set out the measures that will be adopted to ensure, so far as is reasonably practicable, that employees, pupils and other non-employees are protected from risks to their Health and Safety.

Risks

The following in particular are seen as the primary risks at OBH:

- Unauthorised access to the School site and facilities.
- Unauthorised access to pupils at OBH
- Unauthorised access to boarding areas and 'sensitive' areas eg changing rooms.
- Theft of equipment / possessions from the School site.
- Pedestrian/vehicle mix

Deterrents in place to help reduce the risks:

Adequate lighting (at differing times and on PIR where appropriate)

Adequate staff for supervision of pupils

Staff living on Site

CCTV on main gates

Window restrictors & shutters

Signage

External doors fitted with Key Code Pads

Locks & chains where appropriate

Signing in procedures for all visitors/contractors

1. ORGANISATION

Responsibilities

Management responsibility for School security is shared between the Governing Body, the Headmaster and the Business Manager. The School has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility for School security is the Headmaster.

The following employees have responsibilities for ensuring the security of the School site and premises:

SECURITY ISSUE	RESPONSIBLE PERSON	SPECIFIC DUTIES
Perimeter fencing, access routes	Estates Manager (Mr David Mitchell) and Estates Team	<ol style="list-style-type: none"> 1. Regular inspections 2. Maintenance and repairs 3. Surveillance and monitoring 4. Proposals for upgrading security as necessary
Security School entrance / exits	Mr M Johnson (or designated deputy)	<ol style="list-style-type: none"> 1. Daily unlocking/lock-up routines
Control of visitors	8.30 am – 5.30 pm Monday-Friday term time: Prep School - Head's PA Pre Prep – Relevant Teacher Contractors – Estates Manager 9.00 am – 4.00 pm in holiday times: Bursary and Estates Staff All other times: Duty Staff	<ol style="list-style-type: none"> 1. Sign in / sign out 2. Control of visitor passes 3. Control of security fobs and codes
Control of contractors	School Architect (David Whymark) in conjunction with the Estates Manager (David Mitchell)	<ol style="list-style-type: none"> 1. Check credentials of contractors prior to appointment 2. Brief contractors on School Security requirements and arrangements 3. Day-to-day supervision of contractors on site
Security of money	Bursary Staff (Anne-marie Shropshire – Business Manager, Glynn Thomas – Management Accountant, Francis Jackson – Book Keeper)	Collection and banking of payments to the School Control of petty cash floats

	Trips & Activities / Organising staff member	Collection of payments and prompt handover to Bursary staff
	Bursary Staff/House Parents	Control / issue of pocket money
Emergency procedures	<p>Fire: Headmaster, Deputy Head, Estates Manager and Fire Officers</p> <p>First Aid / Accidents: School Nurse (Emma Easdale)</p> <p>Designated/qualified First Aiders</p>	<p>Duties and responsibilities in accordance with School's Fire Awareness policy and procedures</p> <p>Immediate treatment of injuries or illnesses prior to the arrival of emergency services to save lives, reduce effects of injury and speed recovery.</p>
Building security risk assessments	Business Manager in conjunction with Estates Manager	Regular assessment of requirements, installation of security systems, staff training and system maintenance

1.2 Consultation

The School will discuss security arrangements regularly as follows:

Method	Frequency
Governor meetings	Termly
Health & Safety committee meetings	Termly

2. Arrangements

The School has implemented the following arrangements to ensure, as far as reasonably practicable, the safety and security of staff, pupils and other persons using the School premises.

2.1 *Unauthorised access to boarding areas and other 'sensitive' areas eg changing rooms pavilions:*

In order to address this threat the following measures are in place:

- Access to boarding areas is to be controlled by the use of gates / doors fitted with keypads – the effectiveness of these is to be monitored by House parents
- Staff and pupils are required to 'challenge' anyone in a boarding area who is not personally known to authorised OBH staff / pupils and raise an alarm if necessary.
- Parents are advised that they may have reasonable necessary access to boarding areas at the start / end of term and other 'special times' however, such access will be monitored by authorised staff (matrons / nurse / house parents / teachers)

- Briefings for pupils and staff to challenge adults / unauthorised people in boarding areas

2.2 Theft of equipment / possessions from the School site.

The main threats in this category relate to pupils' personal possessions, staff personal possessions and School equipment. The following measures are in place to safeguard these items:

- Pupils Possessions –guidance is issued on the following as part of instructions to parents and pupils:
 - What items of personal property may be brought to School
 - Who is responsible for safeguarding pupils
 - How pupils' personal items are to be safeguarded
 - How losses are to be reported
- Staff personal possessions – in general, staff are responsible for the security of their own personal possessions whilst these are on the School Site. If staff are concerned about their ability to safeguard their own possessions, this is to be brought to the attention of the Business Manager. In exceptional cases the Business Manager will arrange for additional security for staff possessions where this is necessary.
- School equipment – School equipment which requires safeguarding is broadly in the following categories with responsibility for safeguarding as follows:
 - IT Equipment – Head of IT
 - Estates equipment / vehicles / plant / fuel – Estates Manager
 - Stationery / School cameras/ Sat' Nav's - Head's PA
 - Teaching Equipment – Teachers
 - Cash / Cheques etc - Bursary Staff
 - Food – Catering Manager / Chef
 - Pupils' Mobile Phones – House Parents / Matrons
 - Pupils' bicycles and similar equipment – House Parents

Where possible, those responsible for safeguarding are to ensure that School equipment is marked as School property – this may vary from specialist labels for IT equipment to magic marker / smart water or simply writing the School name in books / magazines.

2.3 Pedestrian/vehicle mix

It is recognised that the mix of vehicles with pedestrians is hazardous, particularly at the times when children are being dropped off and collected from School. This hazard is particularly concentrated in the main car park outside the main building entrance and in the Pre-Prep car park. It is primarily the responsibility of parents to safeguard their children whilst they are in their parents' care and likewise for teachers.

2.4 Burglary

Burglary is a threat to OBH primarily because of its isolated location; however, it is also noteworthy that OBH is occupied for a large part of the working year.

The Business Manager maintains suitable insurance cover to insure the School against such losses and is to implement such measures as may be required from time to time, especially when recommended by insurers at or in response to security surveys. The Business Manager/Estates Manager maintain a relationship with neighbours and the local

Police in order to solicit their assistance when required, provide intelligence when this is available (eg suspicious cars / people) and to receive warnings to either people or property from the Police.

2.5 Theft

Theft is considered to be an act of gross misconduct and any member of staff found guilty of theft will be dismissed immediately without notice. Pupils found guilty of theft will be dealt with without delay, by the Headmaster.

2.6 Personal Security

Staff and volunteers who work with children at OBH are required to undergo DBS checks. These matters are covered in the HR Policy and the Recruitment Policy.

2.7 Information and Communication

Written information: Procedures and arrangements for security are detailed in:

- The School's Fire Awareness policy and procedures
- The School's Fire Risk Assessment
- The School's Health & Safety policy and procedures

2.8 Training

Security matters are addressed in

- Induction Training for all new staff
- Regular updates as necessary during staff training days, held at the beginning of each term
- Specific training on new equipment and procedures as required

2.9 Supervision

Arrangements for the supervision of pupils are as follows:

Boarding time (7.00 pm – 7.15 am)

Direct supervision by Senior Matron and matronal staff, Boarding House parents and duty boarding staff

Start of the School day

- Pre Prep: Class teachers / Teaching Assistants (TAs) directly supervise all pupils.
- Main School: Duty Matrons, Headmaster, Duty teaching staff.
- Boarding pupils take supervised breakfast in the School dining room from 7.15 am to 7.45 am. From 7.45 am all pupils report to designated areas for registration, unless attending an activity such as music lessons, etc.

Breaks

- Pre Prep: Class teachers / TAs directly supervise all pupils within clearly defined and secure play areas.
- Main School: Duty teaching staff assisted by Gaps
- Pupils either remain in the School building or use the School field within clearly defined boundaries.

Lunchtime

- Pre Prep: Class teachers / TAs escort all pupils to the Main School dining room where they directly supervise lunch. Pupils are then escorted back to the Pre Prep where they are directly supervised within clearly defined and secure play areas.
- Main School: Duty teaching staff assisted by Gaps
- Pupils take supervised lunch in the School dining room in staggered system from 12.15 to 1.30 pm. During lunch break pupils remain in the School building or use the School field within clearly defined boundaries, unless attending supervised activities.

End of the School day

- Pre Prep: Class teachers / TAs oversee sign out of pupils by parents. Pupils remaining for 'After School Club' or activities are directly supervised by duty Class Teachers / TAs. Pupils not collected by 4.30 pm are escorted to the Extended After School Club. Pupils not collected by 6.00pm will be taken to the Main School and directly supervised by the Duty Teacher in the Main School, until signed out by their parent. (Refer to Uncollected Children Policy.)
- Main School:
 - 3.30 pm – 6.30 pm: All parents are required to sign pupils out at the desk in the Head's PA office. This process is overseen by the Head's PA / Duty Staff.
 - Late stay / boarders are supervised by Duty Teaching Staff assisted by Gaps. Pupils remain in the School buildings or use the School field (daylight hours only) within clearly defined boundaries, unless attending supervised prep or other activities. Pupils take supervised tea in the School dining room at 4.20pm and Supper at 5.50pm.
 - Away fixtures / trips: All pupils participating in away sports fixtures or other trips/activities off-site (where they have not been transported to the venue by parents) will be brought back to School and day pupils will be kept under the supervision of the trip leader until they have been signed out by parents. Parents wishing to collect their own and/or other children directly from the away venue must arrange this, in advance, with the teacher in charge, who will then sign these pupils out upon returning to the School.

2.10 **Registration procedures and controls**

General: Unless attending an activity or sports fixture all pupils are required to attend for registration in a designated area at:

	Mornings			Afternoons		
	Pre Prep	Yr 3, 4 & 5	Yr 6,7 & 8	Pre Prep	Yr 3,4 & 5	Yr 6,7 & 8
Monday	8.40am	8.20am	8.20am	1.50pm	1.45pm	1.45pm
Tuesday	8.50am	8.20am	8.20am	1.50pm	1.45pm	1.45pm
Wednesday	8.50am	8.20am	8.20am	1.50pm	1.45pm	1.45pm
Thursday	8.50am	8.20am	8.20am	1.50pm	1.45pm	1.45pm

Friday	8.50am	8.20am	8.20am	1.50pm	1.45pm	1.45pm
Saturday	N/A	N/A	8.20am	N/A	N/A	1.45pm

Pupils who are unable to attend registration for any reason are required to sign in the ‘late book’ held in the Office.

- **Trips / visits / away sports fixtures:** Responsible staff are required to complete the ‘Away details sheet’ and other documentation in accordance with the School’s policy and procedures for Trips and Visits. This information is held by the Office.
- **Ad hoc absence:** Individual pupils leaving the School site during the day for any reason must be signed out by their parent / guardian and signed back in again in the Office upon their return.

2.11 Procedures for collating information and for checking absentees:

Registration

- Parents / guardians are requested to contact the School by 8.30 am to report any absence of their child(ren), give a reason for the absence and some indication, if known, of the likely length of the absence.
- Any member of staff receiving a message reporting a pupil absence must communicate this information as soon as possible to the Office.

2.12 Visitors

Procedure for management of visitors is as follows:

- All visitors are required to check in and out at the Office and to sign in with details of their name, organisation, host/destination, car registration and time of arrival/departure.
- Visitors will be provided with an identification badge and health & safety information and this badge must be displayed by the visitor at all times whilst they remain on the School premises.
- If this is the first visit, or the visitor is not personally known to the School Office staff, he/she must remain in the Office area until collected by their host at the School. Visitors will be restricted to designated areas in accordance with their business at the School and will not be allowed unsupervised access to pupils.
- All contractors are required to check in and out each day with the Estates Manager and to comply with all other management controls as detailed in the School’s policy and procedures.

3 Access and Egress

General

The main gates are open during term time from approximately 7.00 am to 10.00 pm, Monday to Saturday, unless an evening event is being held at the School.

The Main door is open during peak usage i.e. arrival and departure of pupils, but at all other times any person who has not been issued with a code can only gain access once viewed on the security monitors in reception.

External door throughout the school are fitted with key pads. These doors automatically close behind you and access through them can only be gained by entering the correct code. Examples of these doors are all doors leading outside, or doors where access could be gained by a member of the public at an event or evening activity. All doors with key pads can easily be opened from the inside.

Staff must ensure that they maintain security in their own areas by locking doors, closing windows and putting lights off when they leave.

Clubs, Societies and commercial users of School facilities

Regular users of the School eg: Lettings will be issued with codes to enable their members to access only their designated areas of the School. Persons attending other functions/events at the School e.g. concerts etc will be required to enter and exit via the main gates and main door. They will be restricted to designated areas where the function/event is taking place.

4. Site Security

The School gates are monitored by CCTV (Closed Circuit Television Cameras) installed on its main entry gates for the sole purpose of vehicle identification and recognition. The data is stored on a dedicated hard drive, on a 14 day cycle.

5. Risk Assessment

As required by the Management of Health and Safety at Work Regulations 1999 an assessment of risks posed by security has been carried out. The risk assessment will be reviewed annually by the Business Manager and Estates Manager.

6. Monitoring and Review

This policy will be monitored on a day to day basis by the Estates Manager, Business Manager and Headmaster. It will be reviewed annually, when there are changes to legislation or, as the result of an incident, by the Business Manager and Estates Manager.

A. Shropshire (Mrs)
Business Manager

January 2015