



# OLD BUCKENHAM HALL

**Security Policy**

**OBHP54**

# Security Policy and Procedures

## 1. Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Old Buckenham Hall. The school's security procedures will operate within the framework described in this policy.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body 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 children and staff.

## 2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

### 2.1. Governors

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved –
  - By the Health & Safety Governor monitoring performance
  - Via the Headmaster's reports to Governors
  - By all Governors observing its implementation when they visit the school.
- Governors will periodically review the school's Security Policy.
- Governors will delegate the day to day implementation of the policy to the Headmaster and Director of Finance and Operations.

### 2.2 Headmaster and Director of Finance and Operations

- Will set up arrangements in school that comply with the security policy agreed by Governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

## 2.2 Staff

- All staff will comply with this policy and the arrangements made by the Headmaster to ensure the safety of children, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security.

| Security issue  | Name  | Specific Duties  |
|---|---|--|
| Agreeing and reviewing the school Security Policy   | Governing body and Director of Finance and Operations | <ul style="list-style-type: none"> <li>• Agree policy</li> <li>• Review every 12 months</li> </ul>                                       |
| Day to day implementation and management of policy.   | Headmaster and Director of Finance and Operations     | <ul style="list-style-type: none"> <li>• Inform staff</li> <li>• Monitor performance</li> <li>• Review arrangements</li> </ul>           |
| Securing school entrance/exits as detailed in this policy (key holders)   | Estates Team  | Open up 6.15-7.15am and lock up 20.45-21.45pm  |
| Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences). | Estates Team  | Part of normal duties to check physical integrity of security devices. Maintenance log for all staff to report to the team any concerns. |
| Control of visitors   | Admin staff   | Sign in and out<br>Issue Lanyards  |
| Control of contractors  | Estates Team  | Contractor checking process<br>Contractor Lanyards   |
| Security of money etc.  | Admin staff   | Locked in the bursary safe   |
| Security Risk Assessment  | Director of Finance and Operations                    | Review annually and inform Governors of findings to use as part of policy review   |

## 2.3 Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

### **3. Arrangements**

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

#### **3.1 *Information and Communication***

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff induction will include the school's Security Policy and will be recorded on the employees' induction training profiles.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building.

Parents will be informed about the school security arrangements and any part they are expected to play. For example when visiting the school.

#### **3.2 *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 pupils or staff.

The extent of physical controls, such as resident Estate staff, boundary fencing and door entry key pads, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Old Buckenham Hall has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

#### ***Buildings***

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

- All buildings have keypad door entry systems installed and the mansion main entrance reception is manned 8am – 6pm during term time and 8.30am – 1.30pm out of term.
- All door codes are changed annually.
- Internal doors to the Boarding houses are either alarmed or have keypads. Primarily boarding staff know the codes.
- Signs clearly state that no one may enter the boarding houses without making contact with the boarding staff
- The Estate Manager and Estates Team are key holders for the site.
- The Key Box is held in the main School Office in a secure locked key box with a duplicated set of keys also held in a locked key box in the Brittan Hall office.
- The Headmaster, Boarding staff and the Estate Team officers are the only staff members with access to the key box.

## **Grounds**

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- Pre Prep playground – high brick wall and fencing to the front.
- Children are supervised at all times with a teaching staff rota whenever they are playing outside or participating in sports and enrichment activities

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

The access arrangements for the grounds are –

- Pedestrian main driveway– access to school. The main gates are opened before unlocking in the mornings (6.15am) and closed after locking up each evening (21.45pm)
- Staff will challenge visitors.
- School sports fields – access for PE including match days and break periods – always under control of staff. Staff would professionally challenge any person not wearing a school visitor lanyard or uniform, especially those members of the public who traverse away from the public footpath and onto our private grounds.
- Pre Prep Playground – Pupils supervised at all times. Staff would professionally challenge any person not wearing a school visitor lanyard or uniform,

### **3.3 Early Years Outside Areas**

As pupils require access to the outside areas at all times the Governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 4ft high. This has fixings that prevent an early year's pupil opening the gate to exit this area without adult supervision.

### **3.4 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.

Our policy is that:

- Signage on site directs visitors to the main reception.
- All visitors report to the reception desk on arrival.
- All visitors are issued with a lanyard to be worn at all times. This includes parents, helpers, contractors and any other person that is not school staff.
- Any person on site without a lanyard will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Director of Finance and Operations. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

### **3.5 Supervision of pupils**

The school's overall safeguarding strategy requires that at all times the security of pupils is achieved by competent supervision by authorised school staff.

- Registers are taken twice each day with two further registers for boarding children during supper and before bed time.
- Parents are required to take children to the classrooms each morning where a supervising member of staff will sign all children into the iSAMs registration system
- Children are released and signed out by supervising staff, from all classrooms at the end of each day
- Parents who wish to send other relatives or friends to collect their children must provide notification in advance. In Pre Prep a password is provided to the visitor to use on collection of the child.
- Uncollected children to be taken to school office, where parents will be telephoned by the School Secretary or Matron on duty.

### **3.6 Cooperation with third parties, extended services and community groups**

All third parties that use the school building or grounds, e.g. sports coaches or music teachers are aware of our security policy and procedures.

### **3.7 Supervision of contractors**

Contractors and maintenance personnel will not always have been DBS checked and they should not have unsupervised access to children. They will therefore be controlled as follows:

- All will be given school lanyards and be expected to wear them.
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

### **3.8 Lone Workers**

Our school has a Lone Working Risk Assessment for staff where there is a security risk due to the need to work alone.

### **3.9 Physical security measures**

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The Governors will review the provision of physical security measures on a regular basis in the form of the security risk assessment and Risk Register.

The risk assessment will take into account:

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures in place or that could be implemented.

Where justified by consideration of the risk, Governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

### **3.10 CCTV**

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. Signage is in place to inform staff and visitors that they are entering a monitored area.

#### **Objectives of the System**

- To protect pupils, staff, volunteers, visitors and members of the public with regard to their personal safety.
- To protect the School buildings and equipment, and the personal property of pupils,

staff, volunteers, visitors and members of the public.

- To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.
- To monitor the security and integrity of the School site including all deliveries and arrivals

### **Maintenance and Storage of Data**

- The CCTV equipment is stored in the Estates Team locked office.
- The CCTV System will be operational 24 hours a day, every day of the year.
- The Estates Manager will check and confirm that the system is properly recording and that cameras are functioning correctly, on a regular basis.
- The system will be checked and serviced no less than annually
- The day-to-day management of images will be the responsibility of The Estates Manager, or Deputy Estates Manager in their absence.
- Images are stored for two weeks, and automatically over-written unless the School considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or local authority.
- Where such data is retained, it will be retained in accordance with our Data Protection Policy. Information will include the date, time and length of the recording as well as the car registration number.

### **Access to Images**

- Access to stored CCTV images will only be given to authorised persons, under the supervision of the Estates Manager, in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access).
- Individuals also have the right to request access to the personal data that the School holds on them (Please see the GDPR Policy), including information held on the system, if it has been kept. The School will require specific details including the time and date before it can properly respond to any such requests.
- The Estates Manager must be satisfied of the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples when the Estates Manager may authorise access to CCTV images:
  - 1) Where required to do so by the Headmaster, the Police or some relevant statutory authority;
  - 2) To make a report regarding suspected criminal behaviour;
  - 3) To enable the Designated Safeguarding Lead or his/her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern;
  - 4) To assist the School in establishing facts in cases of a particular incident;
  - 5) To the School's insurance company where required in order to pursue a claim for damage done to insured property; or
  - 6) In any other circumstances required under law or regulation.



- Where images are disclosed a record will be made in the system log book including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).
- Where images are provided to third parties, wherever practicable steps will be taken to obscure images of non-relevant individuals.

### **3.11 Cash Handling**

OBH has a safe in the bursary office which is kept locked at all times. We avoid handling cash in visible areas, any money requiring banking is carried out at irregular times. We have a policy to invoice and receive collection of monies via Bacs payments therefore reducing the need to store large amounts of cash onsite.

### **3.12 Valuable equipment**

All large capital purchases of equipment are recorded in the school fixed asset register. Items of valuable portable equipment with a value above £250 will 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 will take into account the location and security arrangements for high value equipment, for example ICT equipment.

### **3.13 Personal Property**

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

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

### **3.14 Medicines**

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers with required dose only. These containers will be locked in the School Nurse's surgery.

Arrangements for the administration of medicines are detailed in the medication in school policy.

## **4. Risk Assessment**

A security risk assessment will be completed annually by the Director of Finance and Operations. The findings will be used in the review of this security policy.

## **5. Monitoring and Review**

The Director of Finance and Operations will monitor the performance of this policy and report breaches, failings or security related incidents to the Finance and General Purposes committee.

Governors will monitor performance via the Director of Finance and Operations termly report to Governors and when visiting school.

This policy will be reviewed annually by the Director of Finance and Operations.