



HORRIS HILL

FOUNDED 1888

Access and Security Policy

Policy reviewed: January 2018

Policy approval: Reviewed by Policy Audit Committee
January 2018
Approved by Full Governing Board
February 2018

Date of next review: February 2019

Access and Security Policy

Aim

Our aim at Horris Hill is to provide a safe and secure environment for our pupils and visitors. Our Access and Security policy ensures that we have in place effective procedures to enable us to achieve this aim and covers both indoor and outdoor parts of the School premises.

This policy should be read in conjunction with the school's Safeguarding and Child Protection Policy and Prevent Policy.

Roles and responsibilities

The Headmaster has the overall responsibility for security.

The Bursar will be responsible for implementing the security policy.

The Bursar in conjunction with the Headmaster will be responsible for ensuring that:-

- All staff appreciate the importance of security and understand the School's policy and their responsibilities
- Staff know they are to release children **only** to the care of individuals named by the parent.
- Day Boy parents are required to sign their boys out at the end of the day and the boys are told to wait indoors in the Front Entrance and NOT outside.
- Children do not leave the premises unsupervised.
- Parents are informed of security issues and encouraged to adhere to any School security procedures.
- Formal risk assessments are conducted on an annual basis and as and when circumstances change, to ensure that security arrangements are still valid. The Bursar may designate a named member of staff to carry out these checks on his behalf.
- All crimes are reported to the Police.

All staff at the School are to take a shared responsibility to ensure the security strategies are implemented.

Access

Visitors

- All visitors to the School must report to Reception
- All visitors, including contractors, will be asked to sign the visitor book, indicate their arrival time, log in any vehicle registration and wear the visitor's badge issued to them. The host will be responsible for their visitor's understanding of the School's Health and Safety and Fire arrangements. These are also printed on the reverse of the visitor badge.
- When the visitor signs the visitor book, they are signing to state that they have understood and will adhere to the Health and Safety information provided to them during their visit.
- The member of staff is responsible for their visitor during their time in the School and must ensure that their visitors sign out (including their departure time) when their business is concluded.
- All visiting staff from other locations, SEN therapists, etc., will follow the visitors' security procedure as stated above.
- Visitors must not be allowed access to any residential area without authorisation.

This procedure does not apply to visitors attending school events, coaches/pupils of visiting teams or parents visiting sons by arrangement with the school.

Parents

- All parents are to be reminded about the security strategies in place on a regular basis.
- Staff who have arranged specific meetings with parents are responsible for those parents whilst they are on the School premises and must ensure that they are escorted at all times, whilst they are on site.
- If parents wish their child to be collected by another adult, they must provide confirmation of this to the Headmaster or School Office so that relevant staff can be informed.

Staff

- Staff are required to be vigilant and must challenge unidentified visitors who are found on the School grounds. Where appropriate the member of staff should accompany the visitor to Reception to be issued with a visitor's badge.

It is particularly important, not only for security purposes but also for fire safety purposes that the School knows who is on site at any particular time.

Sports, Fixtures and Tournaments

During sports, fixtures and tournaments staff are requested to be extra vigilant and to look after visiting pupils, staff and parents.

Safeguarding

At Horris Hill School safeguarding is paramount and any concerns must be reported to the Designated Safeguarding Lead (DSL). Giles Tollit, Headmaster is the DSL and Felix Beardmore-Gray, Deputy Headmaster is the Deputy DSL.

Visiting Speakers

Any speaker invited to Horris Hill must be approved by the Headmaster. Guest speakers/visitors are vetted prior to arrival through internet searches and are supervised at all times by a member of staff.

Parents Events

Events such as plays, concerts and sporting events are exempt from the above as the visitors attend have a family relationship with pupils. Security is very important at these events and at these times when the school is open to parents, staff should be especially conscious of the fact and should assist the school to manage visitors.

Contractors

Arrangements for workmen attending the site during the school day should be made on a day by day basis by the Bursar. Workmen should be accompanied unless they have been properly cleared for work in the school in accordance with the school's Safer Recruitment Policy. Workmen should be booked in and wear a visitor's badge.

Arrangements for large contracts are made as part of the contract and under the CDM Regulations. Details of these are available from the Bursar.

Security of Equipment and Personal Property

We use Smart Water UV marker pens to identify our equipment of significant value. Smart Water signs are located around the school to aid deterrence.

- Staff are individually responsible for the security of their personal possessions and equipment belonging to the school. Lockable offices, staff rooms and/or personal lockers are therefore provided by the school. Members of staff are responsible for returning equipment to its designated secure location.
- All pupils are discouraged from bringing unnecessary valuable equipment into the school.
- Found property will be kept in the school until claimed.
- The School will not necessarily be held responsible for the loss, theft or damage to property belonging to pupils, staff or visitors.

Lock-up

A duty staff member is responsible for ensuring all doors and windows are locked each night in the main building and Housemasters are responsible for their own houses.

During school holidays the Bursar or member of the maintenance staff ensures that any buildings being worked in by contractors or the in-house team are secured at 4.00pm or when the last contractor has left the site. Security of the premises thereafter becomes the responsibility of any member of the teaching or support staff who for whatever reason accesses the buildings. Staff are regularly reminded about security. If they leave the building even for a short while, they must lock the door behind them. Staff who may occasionally work out of regular hours are reminded to ensure they secure the exit through which they leave.

Access to and security of boarding accommodation

- Boarding accommodation is reserved for the use of those boarders designated to use it, and protected from access by the public.
- Boarders' sleeping areas are for the exclusive use of the boarders.
- All persons visiting boarding accommodation are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.
- Pupils must not be invited into the personal living space of any member of staff unless agreed with the Headmaster
- All residential staff adhere to the school rules with regard to guests and visitors.

Resident Staff accommodation

Resident staff are required:

- to notify the Headmaster in advance of all private guests and overnight visitors (of whatever duration) to their accommodation.
- to be responsible for the behaviour and conduct of their visitors
- to ensure that any visitors are supervised at all times.

Monitoring of Security Strategies

- Informal through verbal reports from staff and visitors
- The Bursar is to review the internal security measures with staff regularly and report any deficiencies. Current staff members are very conscious of the security of our pupils. To ensure this is always the case, the Bursar will stress the importance of security at the Inset meeting at the beginning of every term and that any concerns should be brought to him immediately.
- Pupils should also be encouraged to report any suspicious intrusions to staff and be instructed as to how they should respond if approached by strangers within the School buildings or grounds.
- Staff should consider the welfare of the children at all times and take whatever action is deemed necessary to protect the welfare of pupils.