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**CITY OF LONDON
FREEMEN'S SCHOOL**

Security, Access Control, Workplace Safety and Lone Working Policy

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INTRODUCTION

Our policy for the security and workplace safety at the City of London Freemen's School is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can 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.

This Policy applies to all pupils, including boarders, and should be read in conjunction with our *Supervision Policy*.

RESPONSIBILITIES

The Headmaster

The Headmaster has overall responsibility for health and safety on site. This includes ensuring that there are suitable arrangements in place for security, workplace safety and lone working, and for monitoring and reviewing these arrangements on a regular basis.

The Bursar

The Bursar delegates responsibility for the physical security of the buildings to the Facilities Manager, the cleaning contractor (Sodexo) and the external security company 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 Facilities team manages the CCTV system from the monitors in the Gatehouse. The Bursar ensures that at least one member of her team of Caretakers and/or external Security Staff is on duty or on call 24 hours a day, 7 days a week during term time including public holidays.

The Facilities Manager

If the security or fire alarms are activated outside school hours, our monitoring service (currently Southern Monitoring) rings the Gatehouse or, if there is no answer, the Facilities Manager to ascertain whether or not the Fire Service should be called. If they receive no reply, they call the Fire Service anyway.

The ICT Manager

The ICT Manager and his team 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 security marked 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

The School has a duty rota to ensure that pupils are adequately supervised when not in lessons. Details can be found in our *Supervision Policy*.

RISK ASSESSMENTS

The Facilities Manager and Head Groundsman have conducted risk assessments on the security and safety of the grounds and all the buildings. A copy of these risk assessments is on the staff shared area of the network and in the Facilities Manager's office. These risk assessments are included on the site Risk Assessment Register.

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at our Reception (Gatehouse), where they are issued with a visitor's badge that 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 expected to escort their visitors whilst they are at the school and to ensure 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 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

There are electronic vehicle gates at our vehicle entrance, which are linked to our School Reception. The passcode-protected electronic pedestrian gate(s) are unlocked during the school day but are locked overnight and, as additional protection, in the day during the school holidays, when visitors have to contact Reception in order to gain access.

PARKING FACILITIES AND DELIVERIES

There are clear signs directing visitors to our visitors' car park.

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There are warning signs restricting speed to 5mph, and speed humps to restrict speed. We require all delivery lorries to be fitted with audible reversing alarms, and our Catering Manager has instructed our regular suppliers to avoid delivering to the School 0745-0845 and 1530-1630, which are times of high pupil and parent movement. In addition, the School's Banksman meets lorries at the Reception and walks in front of them on the route to the delivery yard.

RECEPTION

The Gatehouse is manned as follows:

	weekdays	weekends
during Term	0730-1700	0700-1900
out of Term	0800-1600	unmanned

The security alarm panels and the master fire alarm panel, showing the location of all alarm call points, are physically located in the Gatehouse. The Facilities Manager is given advance warning of fire practices. If either alarm goes off for any other reason, the staff have standing instructions to summon the Emergency Services.

The Gatehouse desk is fitted with a panic button. Small monitors covering the CCTVs located at the front door and the vehicle and pedestrian gates are located beneath the Reception desk, so that they are visible to the Receptionist on duty but not to passers-by.

LONE WORKING

If a member of staff wishes to work after the 7.00pm normal school closure time, or at the weekend between 8.00am and 5.00pm, when there is no function, they must arrange to do so in advance with the Duty Manager or Bursar, who will lock the rest of the school. The lone worker should report to the Security Guard on arrival and inform them of the approximate time they intend to leave the building – this should always be 15 minutes before the locking up time. They should notify the Security Guard once they have left. If they have not left by 9.30pm the Security Guard may ask them to do so.

PUPILS

We use PSHE and form/house/tutor discussions to promote awareness of safety amongst all age groups.

Every pupil is given a locker (or, in the Sixth Form, the option of one) for the secure storage of his or her personal possessions. Our boarders have lockable storage facilities in the boarding house. We encourage pupils not to bring large amounts of money or valuables to school (the cost of lunches is included on the school bill). We advise pupils that, if they have to bring more money than usual into

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school because of some planned after-school activity, they can store it securely in the School offices.

BOARDING

On weekdays, boarders are expected to return to their boarding houses by 6pm for supper and then prep, and are not allowed to leave the Boarding House thereafter other than to attend an activity on site. There is more flexibility at weekends, with boarders enjoying freedom to leave the School site within parameters commensurate with their age and maturity. More details can be found in the Boarding Handbook.

Our Security staff carry out regular patrols of the school during the night.

USE OF SCHOOL FACILITIES BY MEMBERS OF THE LOCAL COMMUNITY

Local community groups use our sports and drama 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 team is always on site when outside groups are present. More information regarding safeguards on external lets can be found in our *Child Protection and Safeguarding Policy*.

PHYSICAL SECURITY MEASURES

All external doors and windows are fitted with locks. Windows are closed every evening. All external doors are fitting with fob security locks, which are in operation 1800-0730 during term time. External doors are linked to the security alarm system. The alarm is regularly maintained, conforms to British standards and is operated in accordance with the recommended code of practice. There are electronic gates at the vehicle and main pedestrian entrances. All doors, windows and gates are checked by our Security Staff / caretakers when locking up.

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 flammable materials and substances are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school and certain areas of the site. Regular checks are made by the Facilities team throughout the day to ensure that restricted areas remain secured.

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 IT Director maintains the register of electronic equipment. Both registers are reviewed annually.

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We use security lights to protect the outside of our buildings. They are fitted to some external doors and pathways around each building and connecting with the pedestrian entrance and the car parks.

CCTV

We have CCTV cameras covering the main entrance used by visitors, the pedestrian and vehicle gates, and the entrances to all other school buildings and the boarding house. CCTVs are also placed across the site, some of which are equipped with infrared night vision and are vandal-proof, and all of which are 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 provide CCTV images to any third party other than law enforcement bodies. Our main monitors are in the Gatehouse, to which access is restricted.