CITY OF LONDON SCHOOL FOR GIRLS

SECURITY, ACCESS CONTROL, WORKPLACE SAFETY AND LONE WORKING POLICY

Policy last reviewed by:	Mark Smith
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Approved by:	
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1. Introduction

Our policy for the security and workplace safety at the City of London School for Girls 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

2.1. The Headmistress and Bursar

The Headmistress has delegated to the Bursar 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.

2.2. The Facilities Manager

The Facilities Manager is responsible for ensuring that there are suitable arrangements in place 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. His team monitors the CCTV system from the monitors in the Premises Team's office. The Facilities Manager ensures that at least one member of the team of Premises Assistants is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays to respond to the alarm monitoring service The duty Premises Assistant 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 Premises Team manual is used to assist with the daily locking and unlocking procedure.

The Facilities Manager or his deputy will respond to any emergency or intruder alarm activation and will summon the Emergency Services, if the fire alarms goes off during working hours. Remote monitoring services monitor the school outside working hours.

2.3. The IT Director

The IT Director 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 audited 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.

2.4. 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 16:20. 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 Facilities Manager will arrange for a risk assessment to be carried out on the security and safety of the grounds and all the buildings.

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 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.

5. Access control

There is an access control system at each of the exits and entrances to the school. This is linked to Reception and to our Premises Team 2-way radios. The main entrance door is protected by an access code for key holders and the codes are changed at least annually. During school hours access is controlled by the duty Receptionist and out-of-hours the door is monitored remotely by the duty Premises Assistant. All other entrances are locked and accessible only to authorised keyholders.

6. Parking facilities and deliveries

The school has only one parking space for our use in the underground car park. All other bays are owned by residents of the Barbican Estate. Staff or visitors that require use of the parking bay for visitors or loading heavy items, must reserve the space by emailing premisessupport@clsg.org.uk. If the parking bay is already booked then they will need to make alternative arrangements (Pay & Display parking is available on Fore Street). Please note that this arrangement also applies at weekends as we may have lettings in. The school will not be responsible if you have not informed the Facilities Manager and the Barbican car park attendants issue a ticket. The parking of cars is not permitted on St Giles' Terrace except for disabled access and emergency maintenance vehicles when parking in the underground car park is not available. Access to the terrace is controlled by a locked barrier.

Cars need to enter the underground car park located on Fore Street near the junction of Wood Street. Cars must stop at the car park attendant's office and say they are visiting the school and the car park attendant will direct them.

7. Reception

School Reception is manned between 07.30am and 06:00pm 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 main entrance to the school.

The reception desk is fitted with a panic button and a 2-way radio to communicate with the Premises Team. A monitor covering the CCTVs located at the loading bay, main hall, bridge gate and Gallery doors so that they are visible to the Receptionist on duty; but not to passers-by.

8. 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. Every member of staff is given his or her own locker for storing valuables.
- 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 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 all 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 Premises Team and to the staff who work in Reception.

9. Lone working

We do not permit lone working and insist that a Premises Assistant is in the building for as long as another member of staff is present on site.

10. Pupils

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

The local Police Community Safety Officer is involved in a programme of safety discussions for Years 3- 6, covering:

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

This programme continues in higher years and is linked with our PHSCE 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 her personal possessions. We encourage pupils not to bring large amounts of money or valuables to school. We have cashless dining. 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 in the Finance Office.

11.   Use of school facilities by members of the local community

External 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, cost, insurance and security. A member of our Premises Team is always on site when outside groups are present.

12.   Physical security measures

12.1. External door and windows

All external doors are fitted with locks. The windows that are accessible at ground level are closed every evening.

12.2. Security alarms

Every external door is linked to the security alarm system and also incorporates internal PIR sensors. The alarm is regularly maintained and conforms to British Standards and is operated in accordance with the recommended code of practice and is also monitored by an external monitoring company.

12.3. Unsupervised access by pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, (which is fitted with access control) the science laboratories, the design technology rooms, 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 Service areas of the school. (See our separate policy on the supervision of pupils).

12.4. Security of electronic property

Marking Property - A register of non-electronic valuables is maintained by the Facilities Manager or Bursar. The IT Director maintains the register of electronic equipment. Both registers are reviewed annually.

12.5. CCTV

We have CCTV cameras covering the main entrances to the school all of which are equipped with IR night vision and are vandal and weather proof.

We have notified the Information Commissioner that the City of London School for Girls 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, advising of its usage. Our main monitors are located in the Facilities Manager's office and the Premises office to which access is restricted. Satellite monitors are used only in Reception, facing the Receptionist. The satellite monitors are switched off when Reception is closed.

The Facilities Manager is trained in operating, recording and retaining images taken. He is 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.
- To consult the City Corporation Information Officer 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.org.uk).

12.6. Monitoring

Physical control measures are regularly maintained and are regularly checked to ensure they are functioning.

All external doors and accessible windows and gates are checked by the Premises Assistant when locking up.

Regular checks are made by the Premises Team throughout the day to ensure that restricted areas remain secured.

13.   Maintaining a safe and secure environment in our Prep Department

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Only allow a child to go home with someone other than their parent(s) if we have received advance permission (preferably in writing) that she may be collected by another adult.
- Never allow a child to leave the premises unsupervised. There is always at least one adult in charge of the outside play area.
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in, wear security badges and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions.
- Check all pupils out as they are collected by their parents or careers.