# Visitors and Security Policy

**Queen's College, Taunton**
March 2017 (V.1)

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## 1 Introduction

1.1 This is the Visitors and Security Policy of Queen's College, Taunton

1.2 The School aims to provide a safe and secure environment for all staff, pupils and visitors whilst they are on the premise (which includes the School buildings, accommodation, facilities and grounds).

1.3 The School will ensure that:

1.3.1 Premises are maintained to a standard such that so far as is reasonably practicable, the health, safety and welfare of pupils are ensured;

1.3.2 there are sufficient security arrangements in place to protect the security of the Premises and persons on it;

1.3.3 security assessments are conducted and reviewed regularly;

1.3.4 all staff and pupils are trained in the School's security arrangements and that staff training is updated as required;

1.3.5 visitors to the Premises are appropriately identified and supervised, where necessary.

1.4 In addition, the School will ensure that appropriate security arrangements are made for sports fixtures, educational visits and other School business outside the Premises.

## 2 Responsibilities

2.1 The Governing Body of the School delegates operational responsibility for visitors and security to the Deputy Head and Operations Director. They will ensure that the School has adequate security arrangements and that sufficient resources are made available.

2.2 The Deputy Head and Operations Director are responsible for implementing the terms of this policy and for ensuring that:

2.2.1 there are sufficient security arrangements and measures in place generally;

2.2.2 visitors to the Premises are appropriately supervised;

2.2.3 all staff, pupils, visitors and contractors understand and adhere to the terms of this policy and to the School's security arrangements and procedures generally;

2.2.4 staff receive appropriate training and instruction in security matters and understand their responsibilities;

2.2.5 pupils are aware of and adhere to the rules relating to visitors and School boundaries;

2.2.6 there are periodic reviews of security arrangements and security issues posing a health and safety risk;

2.2.7 there is an appropriate system in place for the reporting, recording, and investigation of security breaches or incidents;

2.2.8 security issues posing a risk to health and safety are assessed and appropriately monitored.

2.3 The Operations Director and Site Manager are responsible for the day to day management of the School's security arrangements.

2.3.1 The Site Manager can be contacted on Telephone Number 01823 340875, Mobile Number 07967 351276, e-mail dbc@queenscollege.org.uk .

2.4 The Site Manager will carry out regular assessments to ensure that the School's security measures remain appropriate. Matters to be considered will include:

2.4.1 the location and layout of the School;

2.4.2 any relevant prior security breaches or incidents;

2.4.3 any changes in security risk affecting the School, such as that posed by development work or new access to members of the public, for example by the creation of public rights of way;

2.4.4 the performance of existing security measures.

2.5 The Operations Director and Site Manager will monitor security breaches and incidents and draw any concerns to the attention of the Deputy Head.

2.6 The Operations Director and Site Manager will review of the School's security arrangements and appropriate risk assessments annually and following any major security breach or incident.

2.7 [1]All members of staff must:

2.7.1 adhere to the terms of this policy, including the arrangements for visitors and visiting speakers' protocol; (please see Child Protection and Safeguarding Policy and Procedures).

2.7.2 take all reasonable precautions to ensure their own safety and adhere to this policy. Further practical guidance for staff for dealing with unidentified visitors and / or security breaches can be found in Appendix 2;

2.7.3 be aware of the School's emergency procedures and the action to be taken in the event of an emergency, major security breach or incident, and in particular understand how to:

(a) protect themselves, pupils, and others on the School Premises in the event of a security breach or incident;

(b) safeguard School property;

(c) implement the School's emergency plan(s) in the event of a major security breach or incident.

2.7.4 report any accident, incident or concern to the Head, Deputy Head and Operations Director and / or emergency services as appropriate;

2.7.5 ensure that pupils are appropriately supervised when on the Premises and when entering or leaving it;

2.7.6 adhere to the School's procedures in relation to pick up and drop off of pupils;

2.7.7 ensure that they release pupils only to the care of individuals who have been authorised in advance by the parent(s) and that pupils do not leave the premises unsupervised;

2.7.8 follow the School's lone working and protection from violence and harassment procedures;

2.8 Parent(s) will be:

2.8.1 informed of the School's security procedures and should adhere to them;

2.8.2 informed of the School's arrival and departure procedures and should adhere to them;[2]

2.8.3 in Highgrove, Nursery, Pre-Prep and Junior School parents must provide written confirmation if they wish their child to be collected by another adult who has not previously been authorised by them to do so.

## 3 Visitors

3.1 The School has a policy of restricting access to the Premises / School buildings] so far as reasonably practicable in order to ensure the safety and security of staff, pupils and other authorised visitors to the School.

3.2 Any authorised public use of the School facilities will be controlled to ensure that unsupervised access to pupils by non-authorised persons is avoided or restricted to the lowest practical level. This will include all lettings, whether paid for or free of charge, ensuring that such lettings are contracted to specific times and areas of the school and all relevant staff are notified of who is on site. Any such letting wanting to use the school outside of their agreed times and areas will be treated as non-authorised and must report to the school as outlined in 3.3.

3.3 All visitors to the School must report to the School Reception] upon arrival.

3.4 The School keeps a visitors book at Senior, Junior, Pre-Prep and Highgrove Nursery & Finance Receptions]. All visitors must sign in on arrival and sign out on departure.

3.5 All visitors will be given a badge which must be clearly displayed and worn at all times whilst on the Premises.

3.6 Visitors will normally be escorted whilst on School premises by a member of staff or appropriately vetted volunteer.
Exemptions apply for parents dropping off and picking up their children at the start and the end of the school day and for those attending sports matches and performing arts events.

3.7 All visitors to the boarding houses must report to the duty member of staff] immediately on arrival, and must observe the necessity to be kept under sufficient staff supervision during their visit.

3.8 Any person without a badge on the School site unless they are on a public footpath or right of way will be asked to accompany a member of staff to the School Reception or will be asked to leave the site.

3.9 Any refusal to adhere to the terms of this Policy will be reported immediately to the Deputy Head or to the Police in an emergency.

## 4 Visiting speakers and the prevent duty – (please refer to the Child Protection and Safeguarding Policy & Procedures)

## 5 Contractors

5.1 The School will ensure that there are suitable arrangements for the proper supervision and management of contractors at all times whilst on the Premises.

5.2 Contractors will only be authorised to carry out work in the specific locations and at the times agreed between the School and the contractor.

5.3 Any refusal to adhere to the terms of this policy will be reported immediately to the Deputy Head and the Operations Director

## 6 Security arrangements

### 6.1 General

6.1.1 The School takes all reasonable measures to deter unauthorised public access to the Premises.

6.1.2 Such arrangements and measures include[5]:

(a) having controlled entry and access points and physical security measures such as walls and fences on certain School boundaries

(b) a system of restricting staff authorised to hold keys for certain other School buildings or departmental areas (e.g. PE facilities)

(c) security alarm system, intercom system, security lighting and CCTV in high risk areas

(d) a system of securing windows and doors including the use of security locks and window restrictors

(e) a badge identification system for authorised visitors and / or contractors

(f) [6][• restricted access to boarding houses / residential accommodation / Premises which are kept locked and can only be accessed by pupils and authorised persons.

6.2 The School's security arrangements and the terms of this policy will be reviewed regularly and in any event after any significant security incident or breach.

6.3 School security will be regularly discussed at health and safety meetings and will form part of any health and safety consultation.

### 6.4 Security measures and electronic surveillance

6.4.1 The School will ensure that any security measures (including the use of surveillance equipment or patrolling of the Premises) do not unreasonably intrude on pupils' or others' privacy.

6.4.2 Pupils and visitors will be informed if CCTV or any other electronic or mechanical security or surveillance devices are being used on the Premises.

6.4.3 Any CCTV or any other electronic or mechanical security or surveillance devices used

by the School will not cover the following areas:

(a) toilets or washing areas;

(b) the interior of common rooms or kitchens for pupils' use in boarding houses / residential accommodation;

(c) pupils' bedrooms;

(d) any other areas which would unacceptably intrude on pupil's privacy.

## 7 Risk assessments

7.1 Risk assessments will be carried out to identify aspects of the School's security arrangements Premises and any School equipment which should be checked by staff on a regular basis.

## 8 Smoking

8.1 Smoking is only permitted in the designated areas.

## 9 Premises

9.1 The School will ensure that:

9.1.1 indoor and outdoor spaces, furniture, and equipment at the School are safe and suitable for their purpose;

9.1.2 the Premises comply with the relevant provisions of Part 5 of the Education (Independent School Standards) Regulations 2014 (SI 2014/3283). Further guidance on specific premises requirements can be found in DfE guidance: *Advice on standards for school premises* (DfE March 2015) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/410294/Advice_on_standards_for_school_premises.pdf

9.1.3 the Premises are suitably and appropriately lit, heated, ventilated, cleaned and maintained and organised in a way that adequately meets the needs of the pupils at the School, having regard to the nature of the activities which normally take place in the particular areas and any special requirements of pupils;

9.1.4 external lighting is provided in order to ensure that people can safely enter and leave the Premises;

9.1.5 the Premises are maintained in a clean and hygienic state at all times.

## 10 Early Years Foundation Stage

10.1 The School will ensure it complies with the requirements of *Statutory framework for the Early Years Foundation Stage* (DfE, September 2014) in relation to the provision of indoor space, namely:

10.1.1 pupils under two years - 3.5m² per pupil

10.1.2 two year olds - 2.5m² per pupil

10.1.3 pupils aged three to five - 2.3m² per pupil

10.2 Where appropriate, the School has a separate room for pupils aged under two, but those pupils have regular contact with older pupils at the School.

10.3 The School will also ensure that provision is made (space or partitioned area) for pupils who need to relax, sleep or play quietly. Sleeping pupils will be checked regularly.

10.4 The School will ensure that there is an adequate number of baby changing facilities, toilets, hand basins available (one toilet and washbasin for every ten pupils under 5 years old) and that clean linen and clothing is available, where necessary.

10.5 The School will ensure that Premises and equipment are suitable and accessible to pupils with disabilities and that all pupils have access to outdoor play areas, or that outdoor activities are planned on a daily basis.

10.6 There are areas at the Schools where parents can speak to staff in confidence away from the areas being used by pupils.

10.7 The School will ensure that washing facilities have an adequate supply of hot and cold water, and the temperature of hot water at the point of use does not pose a scalding risk. Hot water supplies are limited to 43oC.[10]]

## 11 Boarding provision

11.1 The School will ensure that:

11.1.1 suitable sleeping accommodation is provided for boarders. For pupils aged 8 or over, sleeping accommodation for boys is separate from sleeping accommodation for girls;

11.1.2 suitable living accommodation is provided for boarders for the purposes of organised and private study outside of School hours and for social purposes;

11.1.3 suitable toilet and washing facilities are provided for boarders, which are reasonably accessible from the sleeping accommodation. Separate toilet facilities are provided for boys and girls unless each toilet facility is provided in a separate room intended for use by one pupil at a time, the door to which is capable of being secured from the inside. Toilet and washing facilities provide appropriate privacy;

11.1.4 boarding houses and other accommodation provided is appropriately lit, heated and ventilated, cleaned and maintained, and reasonable adjustments are made to provide adequate accessible accommodation for any pupils with special requirements including restricted mobility;

11.1.5 accommodation is suitably furnished and of suitable and sufficient size, with appropriate protection and separation between genders, age groups and accommodation for adults;

11.1.6 boarding accommodation is reserved for the use of those pupils designated to use it, and is protected from access by unauthorised persons;

11.1.7 there is no substantial and unsupervised access to pupils or boarding accommodation, by members of the public as a result of their use of the Premises or otherwise;

## 12 Lone workers

12.1 The School recognises and understands the additional hazards to staff safety presented by lone working.

12.2 For the purposes of this policy, Lone Workers are defined as:

12.2.1 staff who work by themselves in situations where there is no close or direct contact with other staff;

12.2.2 examples, include those who:

(a) work outside normal working hours;

(b) work during holiday periods;

(c) work in an isolated part of the School buildings or Premises;

(d) have responsibility for opening and closing buildings.

12.3 Work activities involving Lone Workers will be risk assessed in accordance with the School's health and safety policy.

12.4 The School will consider the additional hazards posed by lone working identified by the risk assessment or otherwise and introduce adequate control measures in response. Further guidance on lone working can be found in Appendix 5.

## 13 Protection from violence and harassment

13.1 The School will not tolerate any act of violence or harassment in which a member of staff or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.

13.2 In the event of an act of violence, harassment or serious security breach incident, those affected should take immediate steps to safeguard those affected and contact the Head and / or the police as appropriate.

13.3 For the avoidance of doubt, nothing in this policy should prevent any person from calling the police in the event of an emergency.

13.4 Any act of violence or harassment carried out by or against pupil(s) or staff will be treated seriously. Any alleged incident will be investigated in accordance with the relevant procedure and reported as appropriate.

13.5 Violence or harassment by staff will constitute gross misconduct and will be dealt with under the School's disciplinary procedure. Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant suspension, required removal or expulsion.

13.6 **Incident reporting**

13.6.1 In the event of an assault, threat of violence or other incident giving cause for concern, including theft, burglary and / or criminal damage, the Police should be called immediately.

13.6.2 Any major security breaches or incidents must be reported to the Head as soon as is reasonably practicable who will ensure that the School maintains a record of the incident and complies with their statutory reporting requirements.

## 14 Linked policies

14.1 This policy should be read in conjunction with the following linked policies:

14.1.1 Child Protection and Safeguarding Policy and Procedures

14.1.2 Health and Safety Policy

14.1.3 Fire Evacuation Procedures

14.1.4 Child Protection Policy

14.1.5 Contractors' policy

14.1.6 Behaviour and Discipline Policy

14.1.7 Supervision & Missing Pupils Policy

| | |
|---|---|
| **Effective date of the policy** | 8th March 2017 |
| **SLG Responsible Member** | Andrew Free, Deputy Head |

| | |
|---|---|
| **Authorised by** | Board of Governors |
| **Signed** | Mark Edwards, **Chair of Governors** |
| **Date** | 8th March 2017 |

## Appendix 1 Security checklist

Good site management includes a regular review of the security risks of the site. Matters which should be considered include:

**Grounds**

Are the perimeters secure?

Are the entrance / exits (vehicle and pedestrian secure)?

Are the shared boundaries secure?

Is the site overseen by neighbours?

Is there public access such as footpaths across the grounds?

Are the buildings and any outbuildings secure?

Is rubbish secured away from the buildings?

Are other combustibles / flammable material safely stored?

Is rubbish and other debris cleared up regularly?

Are climbing aids (such as ladders, benches, tables, goalposts) put away after use?

Are there areas of the site, or features on it, that are readily accessible to trespassers and intruders?

**School buildings**

Are doors and windows secure and locked?

Who has the keys to the Premises?

Are flat roofs easily accessible?

Is there sufficient security lighting?

Are visitor controls adequate?

Is there CCTV?

Other entry points kept to a minimum?

Is there a badge / signing-in system?

Are visitors escorted when on site?

Is there an alarm system?

Is there a named contact in the event of a security emergency?

**Contents and possessions**

Are valuables protected against theft?

Are they all security marked?

Are there secure storage areas?

Is cash securely stored?

Is there an inventory of school property?

Are valuables kept in a safe place?

Can valuables be seen from outside?

Do areas of high value need extra physical protection, such as window bars and strong doors for IT rooms?

Are regular back ups taken of computer data?

Is confidential information stored securely?

## Appendix 2 Practical guidelines for staff for dealing with unidentified visitors and / or security breaches

### Pupils

Pupils should be instructed how to respond if approached by unidentified visitors and should be encouraged to report any unidentified visitors to staff immediately.

### Staff

The School recognises that even with the stringent security measures in place, security breaches may occur.

In the event that staff are faced with an unidentified visitor and / or security breach they should:

- assess the situation
- take immediate steps to protect themselves, pupils and anyone else affected
- if there is a risk to the health, safety or welfare of pupils or anyone else affected, staff should remove them from the situation to a more secure area within the School (if possible)
- stay calm and try to keep the pupils calm
- deal with the security breach in accordance with their training and in a manner which is commensurate to the potential threat
- raise the alarm and / or call for appropriate assistance or support from the Headmaster (or the emergency services in an emergency).

## Appendix 3 Practical guidance on risk assessment for Lone Workers

A risk assessment should be carried out in the normal way, but you should also consider the additional hazards associated with Lone Workers and any determine whether any additional control measures required.

Examples of additional hazards include:

- the environment and location
- the time of day, work practices and patterns
- the degree of isolation
- the nature of the task
- the individuals concerned (including relevant medical conditions or physical restrictions)
- the history of any previous incidents related to lone working and / or risk of violence
- contact between the Lone Worker and their supervisor or manager
- precautions for foreseeable emergencies
- any other special or relevant circumstances.

### Control measures

You should then identify suitable control measures which are commensurate with the potential risks which have been identified in the risk assessment.

For low risk activities, the following control measures may be appropriate:

- personal safety awareness training
- a simple booking in / out system
- an agreed system for raising the alarm in the event of an emergency (e.g. using a mobile phone).

For medium to high risk activities, the following additional control measures may be appropriate:

- additional training in dealing with difficult situations and / or handling violence or aggression
- a supervision and / or monitoring system which may involve regularly checking in with a colleague, or buddy
- automatic warning devices which operate if specific signals are not received periodically by Lone Workers (where appropriate)
- checks to ensure that a Lone Worker has returned to their home (where appropriate)
- other devices to raise the alarm in an emergency (e.g. a panic button or personal attack alarm).