# St Helen's School

## **Security Policy**

September 2022

# 1. INTRODUCTION

1.1    This policy aims to enable the provision of a secure environment in which pupils can learn, staff can work and legitimate visitors can come and go. Its second objective is to protect the buildings and grounds, together with the equipment belonging to the School and the personal possessions of everyone in the School community.

# 2. RESPONSIBILITIES

2.1    **Business Director.**  The Business Director, supported by the Estates Manager and Head of Enterprises, is responsible for the overall physical security of the School. 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    **Site Officers.**  The Site Officers are responsible for the physical security of the buildings, for locking/ unlocking buildings at the start and close of every day, for setting/ un-setting intruder alarms and for carrying out regular checks of the premises (whether occupied or unoccupied).  At least one Site Officer is on duty or on call 24 hours a day, 7 days a week including public holidays.  A Site Officer always remains on duty (as opposed to on call) until he/she has checked that the buildings are empty and locked. The duty Site Officer carries a School mobile phone whilst working or on call.  That number is made available to all members of staff to use if in need of assistance.  The duty Site Officer will summon the Emergency Services if the security or fire alarms go off outside the hours that the School Office is staffed.

2.3    **Head of IT Systems.**  The Director of IT is responsible for maintaining a safe IT technical infrastructure at the School. His 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 electronic hardware. All School computers, printers, copiers, scanners, projectors, screens and other electronic equipment are marked with asset tags.  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 by the Accounts Department.

2.4    **Teaching staff on duty.**  Teaching staff are responsible for the supervision of pupils in line with the supervision arrangements set out in the Staff Handbook.  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 18:00.  Arrangements are made to ensure pupils are supervised during play and concert rehearsals or other events that bring pupils into School out of hours.

2.5    **School Office.**  The School Office manages visitor and contractor reception across the School.  The Prep School Office has delegated authority to manage visitors to the Prep School only.  The School Office is responsible for contacting the emergency services during School hours.

2.6    **Fire and Security Team.**  The Site Officers, Grounds and Maintenance staff combine to form the Forward Control element of the Fire and Security Team.  They are visible and vigilant as they move around the School site and are in radio communication with each other throughout the day.  They are responsible for regular inspection of physical security arrangements and the reporting or rectification of any issues that may affect the security of the site.

## 3.     SITE ACCESS AND SECURITY

3.1     The School is a secure site and is protected by a 'secure line' of fences, gates and buildings. The Central, Longworthe, Gables and Main Reception car parks sit outside the secure line but within the school perimeter. At these points, an inner secure boundary prevents access further into the School. The gates to Central Car Park are secured between 22:00 and 06:00 but not during the working day.   Gables and Longworthe car park gates are locked at 20:00.

3.2     Pedestrian gates are secured by "Digilocks" that require a 4-digit code for entry.  These codes are for staff use only and are not to be passed to pupils or visitors.  The codes are changed by the Site Officers on a regular basis (once a term).  The pedestrian gates are unlocked for pupil use by staff who will then monitor those gates as follows:

- Sports Centre pedestrian gates           : open 07:30-08:30
- Prep School pedestrian gate              : open 08:15-08:30 and 16:00-16:15
- Gables pedestrian gate                   : open 15:15-15:45

3.3     The Prep School gate off Carew Road is opened to allow access to the Woolfson building by Years 3-6. Parents and visitors are not permitted to enter the School via the gate and only do so at one of the designated reception arrival points.  This means that parents cannot use the Prep School gate to cross the site to drop off their daughters at Gables or Little Gables.

3.4     **Access Control**.  Each building is protected by an electronic access control system that enables staff and pupils' access via appropriately authorised tokens or passes.  Automated vehicle gates control access to the Coach Park, STEM, Mackenzie and RBH car parks and to Carew Road drive.  Permissions on the access control software are controlled by the Director of IT, staff at Main Reception and the Site Officers.

3.5     **Security/intruder alarms.**  Every external door and potentially vulnerable internal area is monitored by an intruder alarm system that is linked to a 24/7 external monitoring service.  The alarm is regularly maintained, conforms to British Standards and is operated in accordance with the recommended code of practice.

3.6     **CCTV.**  The school employs CCTV cameras across the site for the prevention and detection of crime and for the protection of pupils, staff and visitors.  Cameras are positioned principally to monitor site entrances and approaches including:

- Main Reception
- STEM vehicle gate and drive
- Central Car Park and its gates
- The approach to Little Gables
- Gables car park and its gates
- The approach to Woolfson
- Gwyer/Longworthe vehicle gate and car park
- Carew Road drive and vehicle gate
- The north side of School House outside the Main Kitchen
- Sports Centre internal areas including Reception, poolside corridor, plant room, pool hall

3.7     The School has notified the Information Commissioner that it 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 and the School's Data Protection Policy, the School does not use CCTV for any other purposes, nor provide images to any third party, save to law enforcement bodies. An audit and review of the use of CCTV is conducted annually. There are signs at entrances to the site warning of its usage**.**

3.8     **Lighting**. The School site is illuminated until 22:00 by external lights on buildings and by path lighting. The internal aspects of the School are not lit after 22:00 for environmental reasons, but the external facing elements of the School remain lit or have security lighting.

## 4.     SECURITY RISK ASSESSMENT

4.1     The Estates Manager is responsible for the risk assessment of the security of the premises (see **Appendix 1)**

4.2     The principal security threats that the School seeks to mitigate and manage are considered to be:

1.  Threats to pupils – abduction, assault or abuse.
2.  Threats to staff and visitors – assault or abuse.
3.  Threats to infrastructure – arson, theft, malicious damage
4.  Cyber threats.

4.3     Where events such as public open days impact upon security arrangements, event organisers review potential hazards through risk assessments specific to those events.

## 5.     VISITORS AND CONTRACTORS

5.1     All visitors and contractors are required to enter the School via the Main School Reception. Parents or visiting speakers specifically attending the Prep School may enter via Prep School Reception. Contractors may not be booked into the Prep School. Irrespective of the point of arrival, all visitors and contractors are required to abide by the Visitor Procedures set out at **Appendix 2**. A permit to work system ensures that all external contractors' work has been sanctioned, and is being managed by, a member of St Helen's staff.

5.2     Other than for large-scale supervised events (such as parents' evenings), visitors will sign in at Reception and be issued with either a red "ESCORTED" pass or a black "UNESCORTED" pass (see **Appendix 2**). The pass should be worn at all times. Visitors are shown the School's emergency procedures information. Escorted visitors and contractors wait in the reception area and are collected by their School contact. Staff must escort their visitors and ensure that they sign out and return their badges on departure.

5.3     When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief housekeeping announcement is made informing them about emergency procedures and the location of final exits. As above (4.3), any such event is subject to risk assessment by the event organiser(s).

5.4      **Reception opening times.** School Receptions are staffed Monday – Friday at the following times:

| | Term Time | School Holidays / Half Term |
|---|---|---|
| Main School | 08:00-17:30 | 08:30-15:00 |
| Prep School | 08:30-17:00 | Closed |
| Sports Centre | 06:00-22:00 (Mon-Fri)<br>09:00-18:00 (Sat/Sun) | 06:00-22:00 (Mon-Fri)<br>09:00-18:00 (Sat/Sun) |

5.5 Outside normal reception hours, visitors and contractors must arrange access with their St Helen's site contact.

5.6 Each reception desk is fitted with a lockdown activation call-point to enable the initiation of a site-wide lockdown in accordance with the Lockdown Procedures in the School's Incident Management Plan.

## 6. STAFF SECURITY PROTOCOLS

6.1 Staff are identified by their ID badges and, in some cases, by their uniform. Staff are reminded regularly to wear their badges, which also serve as their access control passes.

6.2 Staff are regularly reminded to stay vigilant and either challenge those without passes or report them to front office or the Site Officer on duty.

6.3 Lockdown procedures are practised annually.

6.4 Faults in security measures are reported to the Business Director, Estates Manager or to the Site Officer and Maintenance teams.

6.5 Staff car parking is controlled via parking permits. Cars that do not display a valid permit are investigated by the Site Officer(s).

## 7. LONE WORKING

7.1 If staff need to work beyond the standard School closing time of 19:30, they must arrange to do so with the duty Site Officer. Staff must have the Site Officer's contact number. They should notify him when they are ready to leave and he will then lock and alarm the building.

## 8. PUPILS

8.1 The School uses PSHCE and form tutor discussions to promote awareness of safety amongst all age groups, including matters such as:

- Walking to School
- Using public transport
- Safeguarding mobile phones and other personal possessions.

This programme continues in higher years and is linked with PSHCE programmes on anti-bullying and the safe use of ICT, mobile phones and other electronic devices.

8.2    Security of Early Years Pupils is of paramount importance and staff need to be particularly vigilant.  Staff will therefore:

- Require written permission in advance if a child is to be collected by someone other than a parent.
- Never allow a child to leave the premises unsupervised.
- Always supervise external play areas.  (All play areas are enclosed appropriately by fences and gates.)
- Ensure visitors are processed in accordance with the protocols outlined in **Appendix 2**.
- Register all pupils at the start of each lesson.
- Check all pupils out as they are collected by their parents or carers.

8.3    We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the Science laboratories, the Design and Technology workshops etc. Doors to these areas are kept locked at all times when not in use.
Pupils do not have access to the Grounds, Maintenance and Catering areas of the School.

8.4    Every Senior School pupil is given a locker for the secure storage of her personal possessions.  We discourage pupils from bringing cash or valuables to School and we have cashless vending and lunch facilities.

## 9.    COMMUNITY USE OF SCHOOL FACILITIES

9.1    Local community groups use the School's sports, drama and teaching spaces outside School hours, at weekends and in the holidays.  This use is regulated by hire agreements that cover practical matters such as: duration of occupancy, insurance, health and safety and security.  A Site Officer is always on site when outside groups are present.

## 10.    PARKING FACILITIES AND DELIVERIES

10.1    There are clear signs directing visitors to our Visitors' Car Park at the Main Reception.  This car park is not for routine parental access.  Parents should use the Central Car Park off Green Lane.  The Central Car Park is staffed for morning drop off and afternoon pick up; staff will close the car park when it is full. Disabled parking is available in the Visitors', STEM, School of Music and Central car parks.

10.2    Deliveries are not permitted at the Main Reception and all deliveries should be directed to the Porters' Lodge in the Central Car Park (delivery postcode is HA6 1AF).  Deliveries are not permitted between the hours of 08:00-08:45 and 15:30-16:15, which are times of high pupil movement.

10.3    Pedestrian and vehicle routes in car parks are separated and clearly marked. Car parks are lit.

10.4    The site-wide speed limit is 5mph and pedestrians are always given priority.  There are warning signs and speed humps to restrict speed.

## 11.    Review

11.1    This policy and the related security arrangements will be reviewed by the Business Director on an annual basis and immediately following any security-related incident. Physical security arrangements are also reviewed as part of any site development project.

| | |
|---|---|
| **Policy author** | Business Director |
| **Authorised by** | Executive Committee |
| **Date** | July 2022 |
| **Effective date of the policy** | 1 September 2022 |
| **Date of Next Review** | July/August 2023 |

## Appendix 1 – Security Risk Assessment

| Potential hazard | Those at risk | Mitigation and Control Measures | Risk analysis post control measures | | | | Action | |
|---|---|---|---|---|---|---|---|---|
| | | | Likelihood | Impact | Risk (Likelihood x Impact+ Impact) | Level of risk | By | Date |
| | | | **L** | **I** | **R** | **L/M/H** | | |
| Harm caused by abduction | Pupils, particularly Early Years | Site has a secure boundary. Play areas have secure boundaries. EYFS pupils are constantly supervised. No access onto site for parents. Sign-in and escort procedures in place for visitors/parents. Written permission & ID checks required if a child is to be collected by someone other than usual parent | 1 | 4 | 8 | M | | |
| Harm caused by assault or abuse | Pupils, Staff | Site has a secure boundary. Gates kept locked on code locks or access control. All entrances covered by CCTV. Unauthorised/unaccompanied strangers on site are challenged. | 1 | 3 | 6 | L | | |
| Harm exacerbated by lone working | Staff | Procedures in place to ensure the presence of staff working alone is monitored | 1 | 4 | 8 | M | | |
| Injury from fire (caused by arson); damage/loss of property | All | CCTV cameras on all gates and entrances and along the rear of the kitchen (where School buildings are close to the boundary). Bins are grouped in bin areas or stores a min. 10m distance from buildings | 1 | 4 | 8 | M | | |
| Malicious damage to/ theft of property | All | Premises are secure. Interior of the School can only be accessed via Reception points. Fire & Security Team on site | 1 | 2 | 4 | L | | |
| Cyber threats | All | Secure firewall in place | | | | | | |

Alison Steele    25.7.22

**Risk Guidance and Ratings**

| IMPACT | | | | | | |
|---|---|---|---|---|---|---|
| | 5 | 10 | 15 | 20 | 25 | 30 |
| | 4 | 8 | 12 | 16 | 20 | 24 |
| | 3 | 6 | 9 | 12 | 15 | 18 |
| | 2 | 4 | 6 | 8 | 10 | 12 |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | | 1 | 2 | 3 | 4 | 5 |
| | | **LIKELIHOOD** | | | | |

**Risk Score**

(weighted towards Impact)

**Risk =**

(Likelihood x Impact) + Impact

| Impact Definitions | | | | Likelihood Definitions | | |
|---|---|---|---|---|---|---|
| **Descriptor** | **Score** | **Impact on Service and Reputation** | | **Descriptor** | **Score** | **Example** |
| Insignificant | 1 | No appreciable injury or permanent damage.  No impact on reputation. | | Remote | 1 | May only occur in exceptional circumstances |
| Minor | 2 | Slight injury requiring minor first aid or minor damage to property.  Minor reputation impact. Complaint or litigation possible | | Unlikely | 2 | Expected to occur in few circumstances |
| Moderate | 3 | Injury requiring immediate first aid and possible further treatment.  Moderate damage to property and some service disruption. Potential for adverse publicity, avoidable with careful handling Complaint expected | | Possible | 3 | Expected to occur in some circumstances |
| Major | 4 | Major injury requiring emergency services to attend. Major damage to buildings or property. Service disrupted Adverse publicity unavoidable (local media) Complaint and/or Litigation expected | | Probable | 4 | Expected to occur in many circumstances |

| Catastrophic | 5 | Major / multiple injuries and/or death.  Destruction of buildings or property.  Service interrupted for significant time<br>Adverse publicity unavoidable (national media)<br>Major litigation expected | | Highly Probable | 5 | Expected to occur frequently |
|---|---|---|---|---|---|---|

**Appendix 2 Visitor Procedures**

# ESCORTED VISITORS

| 1 | 2 | 3 |
|---|---|---|

| **Pre-arranged meeting with parents/prospective parents/Alumni/company reps/contractors**<br><br>**(Escorted)**<br>**No contact with pupils**<br>**(Red Pass)** | **Pre-arranged speakers/workshop leaders**<br>**(Escorted)**<br>**Contact with pupils (Red Pass)** | **Contractors during term time**<br>**(Escorted)**<br>**(Red pass)** |
|---|---|---|
| Inform Main Reception of visitors' arrival time | Before confirming speaker, teacher in charge to check suitability of speaker and organisation taking into account key Prevent duties. | Contractor to sign in at Main Reception and wait for site contact |
| Direct visitors to Main Reception. | Teacher in charge to seek authorisation of Deputy Head (Pastoral) to book speaker/workshop leader providing evidence of suitability (e.g. references, web links) | Site contact to escort contractor at all times |
| Visitors sign in and issued with pass (escorted visitor) | Teacher in charge to direct visitor to Main Reception asking them to bring photo ID | |
| School contact/ host meets visitor at Reception | Teacher in charge to agree appropriate levels of supervision with Deputy Head (Pastoral) (whole year group talk for example needs minimum 6 staff). NB-there must be no breaks in supervision. | |
| Visitors returned to reception by host where they sign out and return pass. | Teacher in charge to alert Main Reception to visitor's arrival. | |
| | Main Reception staff to check photo ID and issue red pass (escorted visitor) | |
| | Workshop/lecture/breaks supervised throughout. | |
| | Visitor returned to Main Reception to sign out and return pass. | |
| | Teacher in charge to email Deputy Head (Pastoral) with feedback and content of session, including details of who supervised | |

# UNESCORTED VISITORS

| 4 | 5 | 6 |
|---|---|---|
| **Contractors during term time The department/individual that has commissioned the work provides supervision and advises Main Reception accordingly**<br><br>**All contractors sign in and out daily at Main Reception**<br><br>**(Unescorted contractors) (Black Pass)** | **Pre-arranged speakers/workshop – working unsupervised with pupils**<br><br>**(Unescorted) contact with pupils**<br><br>**(Black Pass) DBS clearance required** | **Supply staff**<br><br>**(Unescorted) Contact with pupils**<br><br>**(Black Pass)** |

| | | |
|---|---|---|
| DBS carried out in advance | Teacher in charge to discuss arrangements with Deputy Head (Pastoral) before confirming visit | Booking made by Deputy Head (Academic) or HR Department only |
| ID checks on arrival | Once agreed teacher in charge to liaise with HR Department with regard to completion of DBS checks | Evidence of checks received by Deputy Head (Academic) and HR Department |
| Reminders re emergency contacts and managing concerns given on arrival | HR Department to advise when checks completed | HR Department checks ID on arrival and perform checks against vetting information |
| Prolonged contractor works subject to physical separation from School operations | Teacher in charge to ensure no unsupervised contact until checks completed | Supply staff sign in daily |

Prior to pupil contact agency staff asked to read and acknowledge reading of:
- KCSIE Part I
- Safeguarding Policy
- Pupil Behaviour Policy
- Prevention of Bullying Policy
- Staff Code of Conduct
- Fire Policy and Procedures
- H&S Policy (if more than five days)

| Related Protocols Escorted visitors | Related Protocols Unescorted visitors |
|---|---|
| **Pupils on site attending school-organised event outside normal school hours e.g. Chorleywood Books lecture, School play etc.** | **Visitors in large groups e.g. parents attending Prep School production.** |
| | **No Badges** |
| Named event leader meets visitors and ensures appropriate supervision | Event Risk Assessment to consider risks |
| Staff present throughout event | Entrance supervised by member of staff who knows group |
| Named event leader ensures venue clear of students at end of event | Any refreshments to be served within venue |
| | Clearly designated WCs for visitors |

**Appendix 3**