

SECURITY, ACCESS CONTROL, WORKPLACE SAFETY AND LONE WORKING POLICY

Last reviewed:	September 2021
Next review due:	September 2022
Reviewed by:	Facilities & Compliance Manager Bursar Pastoral Director

Objectives

The aims of this policy are:

- to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community;
- to ensure that statutory requirements are met regarding site security and the provision of a satisfactory working environment;
- to provide a safe and secure environment in which staff can work, students can learn and visitors can come and go and feel welcome.

It should be read in conjunction with the following school policies that cover specific areas of risk. Policies not published on the school website may be requested from the school office:

Available from the [school website](#):

Safeguarding and promoting the welfare of children policy
Health & Safety policy
Visiting speakers policy
CCTV policy

Available to staff from the [staff intranet](#):

Control of substances hazardous to health (COSHH) policy
Fire risk prevention policy
Lockdown policy
Risk assessment policy

1. Responsibilities**1.1 Governing Body**

The d'Overbroeck's Board of Governors fully recognise their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all employees, students, visitors and contractors as required by the Health & Safety at Work Act 1974 and as advised by the DfE guidance 'Health & Safety: Advice on Legal Duties and Powers'.

1.2 The Principal

The Principal has 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.

1.3 **The Facilities & Compliance Manager (in conjunction with the Bursar)**

The F&C Manager and his team are responsible for the physical security of school buildings. The F&C Manager arranges for the unlocking/locking of buildings on teaching sites at the start/close of days when the sites are open, switching security alarms off/on as necessary, managing the CCTV system and for carrying out regular checks of the site, both in and out of term time.

The F&C Manager ensures that at least one member of his team is on duty or on call at all times. Members of the facilities team each carry a school mobile phone whilst working or on call. The F&C Manager's mobile number is made known to all members of staff should they need assistance.

A member of the facilities team will be on site when any part of the premises is hired out to an outside group.

The F&C Manager is responsible for all matters relating to fire prevention, fire drills and intruder alarms, as set out in the Health & Safety Policy.

1.4 **The IT Manager**

The IT Manager and her team are responsible for maintaining a safe IT technical infrastructure at the school. 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 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.

1.5 **Teaching staff on duty**

The d'Overbroeck's school day starts for all students at 8.35am and ends at 4.00pm (Y7-11), 4.15pm (Sixth Form) and 4.40pm (The International School). At least one member of teaching staff will be on duty to supervise students whenever they are in the school outside normal school hours, for example in a club, in the library or at a special event, such as a concert, play or open evening. Students are not allowed to be unsupervised on a teaching site out of normal school hours.

1.6 **Boarding staff**

During term time, boarding staff are on duty in all boarding houses in the evenings and at weekends. Students are able to call on a member of boarding staff at any time if necessary.

Heads of House are responsible for the day to day security and safety of their boarding house and the students staying there. This includes fire drills and locking the house at night. They will report to the Facilities & Compliance Manager any concerns relating to damage, wear and tear or health and safety.

At the end of each term Heads of House check all windows are shut and appliances in all rooms are left in a safe condition before setting intruder alarms (if present), locking and vacating the House.

The Head of Boarding ensures that routine maintenance checks have taken place on equipment within each House.

2. Risk assessments

The Facilities & Compliance Manager and the facilities team have conducted risk assessments on the security and safety of the grounds and all the buildings. A copy of these risk assessments, together with a copy of this policy are in the Health & Safety section of the school's intranet and in the F&C Manager's office.

3. Visitors and contractors

3.1 Procedure for receiving visitors

All visitors and contractors are required to sign in at Reception, to provide some form of ID and, where applicable, their DBS certificate. They are issued with a visitor's badge on a lanyard that should be worn at all times. The Receptionist makes the visitor aware of the school's emergency evacuation notice and the way to the assembly point.

Visitors and contractors wait in the Reception area until collected by the member of staff they have come to see. Staff are expected to remain with their visitor for the duration of their time at the school and to ensure that they sign out and return their badge on leaving. Staff are also responsible for escorting the visitor to the assembly point in the event of a fire.

Visitors are not permitted to roam school sites unescorted.

3.2 Visiting speakers

As well as providing ID and signing in, visiting speakers sign a declaration that they will not engage in any extremist discussion or activity whilst on site, as set out in the school's Visiting Speaker Policy.

3.3 Receiving visitors out of school hours

If staff expect visitors when the Reception desk is not manned, they assume responsibility for receiving the visitors at Reception, asking them to sign in and issuing a visitor badge.

4. Reception

Each site Reception is manned 8am – 5.30pm on weekdays in term time. Sixth Form Reception is always manned 9.00am – 4.00pm outside of term time, apart from Christmas closedown and bank holidays; the other sites (Years 7-11, The International School) are generally open 9.00am – 4.00pm unless staffing restrictions necessitate site closures.

Each site's fire alarm panel, showing the location of all alarm call points, and the security alarm panel are physically located near Reception on each site. Reception staff are 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.

All CCTV recordings are accessed via cloud storage. At the Years 7-11 site small CCTV monitors are located in Reception so they are visible to the Receptionist on duty but not to passers-by.

5. Parking and deliveries

Visitor parking is severely limited on all our school sites. At the Years 7-11 site the playground doubles as a visitor car park only after normal school hours, for example for parents evening.

The International School has two visitor parking bays.

The Sixth Form has a small visitor car park with a disabled parking bay. There are clear signs directing visitors and delivery vehicles to the visitor car park.

Deliveries are checked by Reception staff to ensure they are for the correct address and a known member of staff, and signed for. The appropriate member of staff is then informed of the delivery.

6. Public Safety

It is the aim of the school to protect the health and safety of members of the public when on site. When large numbers of visitors are at the school for events, such as plays, concerts or careers evening, a brief announcement will be made indicating the location of emergency exits that they should use in the event of the alarms sounding. Any such event is subject to the school's Risk Assessment Policy.

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

External groups may hire school premises outside school hours for meetings, clubs or summer school. We regulate this by hire agreements that cover practical matters such as hours of usage, rent, insurance and security. We may arrange for a member of the facilities team to be on site when outside groups are present.

8. Physical security measures

- The school has four teaching sites, each with its own security features owing to the age and construction of the buildings.
 - Y7-11 (Leckford Road): Built in the 1960s. All access is via a vehicle gate and pedestrian gate, each with a separate code security pad and intercom to Reception, and can be opened remotely. The main entrance to the building has a code security pad within sight of Reception. All other external doors to the main building are exit only. The music room, labs, kitchen and other restricted areas are locked with a key.
 - Sixth Form (333 Banbury Road): Built in 2017. Two vehicle and two pedestrian gates to the site all have security code pads. Visitor access is via the visitor car park gate, which has an intercom to Reception and can be opened remotely. Buildings use a Salto key card system to open external and internal doors. Cards are individually programmed to restrict student access to main areas, and staff have access according to their role within school, for example to labs or the IT server room.
 - The International School (111-113 Banbury Road): Built in the 1880s. Free access from the public road to the staff car park. The main building in 111 has a security code pad within sight of Reception. An external door in 113 is exit only. Labs and other restricted rooms are locked with a key.
 - Milford House (Mayfield Road, Summertown): Three-storey building built in the 1990s. From September 2021 the ground and middle floor comprise the Arts Centre for the Sixth Form and The International School, housing the Art, Photography and Textile departments. The top floor is used by another organisation. The communal entrance hall is accessed via a number key pad, and a Salto key card system protects access to the school's areas.

- An office building in Harpes Road, close to the Sixth Form, accommodates administrative departments including IT, Bursary, HR, Marketing, Admissions and Facilities. Built in 1920s the building's front door has a security code pad. Other doors and windows have manual locks and electric sky light windows, and the building is protected by an intruder alarm.
- The school has six boarding houses. All houses are accessed by either key card or lock. Internal security alarms at night are set on a timer.
- Security codes are known only to staff and students.
- All site boundaries consist of fences, hedges or walls and checked regularly for robustness.
- All external doors and windows are fitted with security locks or restrictors. Windows that give access to IT suites and to other areas containing valuable equipment are fitted with blinds, which are closed every evening.
- All external doors are linked to the security alarm system. The alarm is regularly maintained and conforms to British standards and is operated in accordance with the recommended code of practice.
- Security lights are used to protect the outside of school buildings. They are fitted to every external door and pathway connecting with pedestrian entrances and the car parks.

9. CCTV

CCTV cameras are located across all d'Overbroeck's teaching sites and boarding houses. All cameras are equipped with IR night vision, record 24 hours a day 7 days a week, and are vandal and weather proof. CCTV data is stored for 14 days then overwritten automatically. Further details are contained in the CCTV Policy.

10. Unsupervised access by students

Students do not have unsupervised access to potentially dangerous areas, such as science labs, kitchen, sports equipment, etc. All flammables are kept securely locked in appropriate storage facilities.

11. Security of electronic property

All school computers are password protected and cannot be activated without a recognised login and password.

All valuable and electronic property is marked clearly with school stickers as a deterrent to theft. The IT Manager maintains a register of electronic equipment. A register of non-electronic valuables is maintained by the Bursar. Both registers are reviewed annually.

12. Lone working by staff

- During term time staff may access the Years 7-11 and International School teaching sites Monday to Friday between 6.00am-7.00pm (Sixth Form until 8.00pm), and all teaching sites between 8.30am-5.00pm in holiday time. If access to buildings is required outside these hours or at weekends, special arrangements may be requested in advance from the Facilities & Compliance Manager.

- Staff who may have a regular need to work outside the usual hours, for example the Principal, Bursar or IT staff, will be given a fob for unlocking/locking the appropriate building and instructed on the procedure for disabling/setting the alarm.
- Lone working is covered in staff induction and staff are encouraged not to work alone in school. Working with potentially significant risks, such as work at height, heavy lifting or working with chemicals that pose a risk must not be undertaken whilst working alone.
- Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency, eg, access to a telephone or mobile phone. Special consideration should be given to alternative routes from their workstation through the building to the exit.

13. Boarding students

The school has boarding students attending the International School (Years 9i, 10i and 11i) and Sixth Form. All boarding students are expected to return to their boarding houses by 7.00pm (Mon-Thurs) for a compulsory study period. All but the youngest students are allowed to leave their boarding houses after study but must return by curfew. Alarms are set 15 minutes after curfew.

Alcohol, drugs and smoking/vaping are strictly forbidden in boarding houses. Full details of expectations and restrictions are contained in the Boarding House Rules, sent to all boarding students.

Students board during term time only and make alternative arrangements for school holidays.

14. Promoting a culture of safety

14.1 Among staff

- New staff are directed to the school website and instructed to read the Health & Safety policy. All new staff receive a briefing on security and workplace safety within their first weeks at the school, including:
 - safeguarding the school's property, and how to take equipment, such as laptops off site;
 - the regime of login and password protection for electronic equipment;
 - measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised, and keeping outside doors shut;
 - arrangements for late and lone working;
 - the school's security measures;
 - the procedure for booking in visitors and escorting them;
 - the value of being curious about strangers, and of reporting concerns;
 - how academic, medical and boarding staff are trained in keeping students safe.
- Health and safety updates are presented at INSET or via email as necessary.
- If specialised health and safety training is required, steps are taken to ensure that staff are properly qualified.
- A limited number of lockers are available for staff to store personal possessions safely.
- Fire drills are conducted on a termly basis, and an annual health and safety self-assessment workstation audit is conducted via iHASCO.

14.2 Among students

- The importance of personal and site security is included in the handbook all students receive when joining the school.
- The school uses PD, assemblies and Sixth Form Enrichment sessions to promote awareness of safety amongst all age groups, including age-appropriate sessions about anti-bullying, mental well-being, safe use of IT devices, substance and alcohol abuse and sexual consent. Local Police Liaison officers deliver Prevent sessions about anti-extremism.
- Every student is given the opportunity to have a locker for the secure storage of his or her personal possessions. They are asked not to bring money or valuables to school and many aspects of school life requiring payment, such as trips and school lunch, are paid electronically by parents.

15. Response to intruders/unauthorised persons on site

- The safety of staff and students should be prioritised at all times.
- If a member of staff or student sees an unknown, unaccompanied person on site who is not wearing a lanyard they should:
 - approach and ask the person why they are on site (younger students should report immediately to a known adult);
 - escort the person to Reception (Milford, Boarding Houses, Harpes Road escort to exit);
 - inform senior staff:
 - a) At teaching sites, Reception will inform the Head of Section.
 - b) At Milford, staff should inform the HoD Art (Sixth/TIS).
 - c) At Boarding Houses, staff should inform Head of Boarding.
 - d) At Harpes Road, staff should inform the Bursar/Assistant Bursar.
- **In the event that the intruder is non co-operative or aggressive**
 - At teaching sites – inform a member of the SLT (Head of section or Deputy) immediately.
 - At Milford – immediately inform HoD and contact Reception at 333 to inform Principal/Vice Principal.
 - At Boarding Houses – call the Emergency mobile/ or police.
 - At Harpes Road, call the police

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