



## Security Policy

*Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.*

*Avita Pro Fide!*

*St Edmund's is committed to ensuring the welfare and protection of children in their care and this commitment is a fundamental part of the role of every employee.*

Throughout this document, St Edmund's refers to the institution as a whole from 3-18, comprising St Edmund's College (SEC) and St Edmund's Prep School (SEP).

St Edmund's occupies a beautiful but exposed and isolated site with several points of access. As part of its commitment to the safeguarding of children St Edmund's takes its responsibility for the security of the site very seriously.

The policy for the security and workplace safety at St Edmund's is firstly to provide a safe and secure environment in which our students 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 St Edmund's and the personal possessions of everyone in our community.

### *Scope of policy*

This policy applies to St Edmund's College, St Edmund's Prep School, Early Years Foundation Stage and After School Provision.

## ORGANISATION

### Key personnel contact

The contact details of staff that are part of the team that would handle a crisis are given in the appendix to St Edmund's Contingency Plan.

### *Estates Department*

The Estates department is responsible for the physical security of the site and buildings, and for carrying out regular checks of the site (both when it is occupied and unoccupied). At least one member of the Estates Department is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays and a duty St Edmund's mobile phone is provided to enable emergency contact.

The number is made available to all members of staff to use if they need emergency building related assistance. A member of the Estates department remains on duty (as opposed to on call) until they have checked that the building is locked as far as practicable. Staff that remain in occupation at this point in time are expected to ensure that they secure any areas they are still using and follow lone worker procedures if applicable. For out of hour's events, the organiser of the event has responsibility to ensure all visitors have left and the areas are secure. Site security relies on all members of staff acting responsibly and as directed in relation to site security.

The senior member of staff in boarding will liaise with the Emergency Services, if the security or fire alarms go off outside the hours that the College Office is staffed (except in the case of a planned fire practice).

### *The Technical Services Manager*

The Technical Services Manager and his team are responsible for maintaining a safe IT technical infrastructure at St Edmund's. 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 our electronic hardware. All St Edmund's computers, printers, copiers, scanners, projectors, screens and other electronic equipment are marked with a St Edmund's asset tag, and a register is maintained of all equipment showing: make, date of purchase, cost and location in St Edmund's. The asset register is audited and updated regularly.

### *Teaching Staff on Duty*

Students should not be unsupervised on site, and are expected to go home at the end of the normal St Edmund's day (currently 4.30pm) or to their boarding areas. Arrangements are made to ensure students are supervised during play and concert rehearsals, or other events that bring small groups into St Edmund's out of hours. Staff are on duty in all boarding areas in the evenings and at weekends and there are Matrons who are non-teaching staff dedicated exclusively to boarding. Students are able to call on a member of staff at any time if necessary. There are duty main exchange telephone and fax and mobile telephone numbers published for boarding which can be used by parents and guardians of boarders out of hours to contact duty boarding staff or by duty staff to contact parents/guardians, emergency services, senior management, child protection services etc.

## **VISITORS**

All visitors are required to sign in at Reception (both for St Edmund's College and St Edmund's Prep School), where they are issued with a visitor's badge, which should be worn at all times that they are on St Edmund's property. Visitors should normally wait in our Reception Areas until they are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at St Edmund's and to ensure that they sign out (and return their badges) on leaving. In the case of an emergency evacuation, the escorting staff are responsible for guiding their visitors to the relevant assembly point.

The special arrangements for the EYFS setting are described at the end of this document. Otherwise, this policy applies throughout St Edmund's College and St Edmund's Prep School

When large numbers of visitors are at St Edmund's 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 and the location of the Assembly Point.

### *Accessing after school provision*

Children are escorted to the facility from St Edmund's Prep School by a member of staff. Children are collected by parents/guardians and handed over by the staff of the facility. The provision area is separate from the main school areas and located above the Infirmary. The area is equipped with locks that when activated by staff require key access from outside.

## **CONTRACTORS**

St Edmund's outsources its daily coach transport arrangements for students and catering requirements. The staff of both of these contractor services are DBS checked, with such evidence supplied to St Edmund's as required under regular reviews. St Edmund's maintains the right to request the removal of any member of staff from these contracts.

Employees of other contractors are supplied to St Edmund's for short duration periods and escorted/badged as appropriate. Building Contractors are mainly employed in holiday periods when students are on holiday. They are sometimes employed during term time on specific projects in self-contained areas away from pupils under the management and supervision of the Estates Department with separate appropriate access arrangements applicable to the individual situation.

St Edmund's employs a small direct building maintenance workforce who undertakes most day to day repairs in the St Edmund's buildings where pupils have access. Specialist assistance and call out for repairs to alarm systems, heating etc which is urgent and cannot wait until the next school holiday period are effected by contract staff being escorted by St Edmund's staff whilst on St Edmund's premises. These attendances are of short (less than a day) duration. St Edmund's has resident maintenance staff, including the Building Projects Manager, who perform out of hours emergency duties as necessary on a rota basis with a published Duty Mobile number. Any necessary attendance by contractors out of hours during term time is carried out on the basis of escorted personnel in St Edmund's premises.

## **ACCESS CONTROL MEASURES**

There are vehicle gates/barriers at our vehicle entrances. The main drive entrance and Headmaster's gate are locked during St Edmund's holidays, when staff and visitors use the deliveries entrance (Farm Lane) to the College to gain access.. The entrances to the Nursery Department are always locked by electronic mechanism when EYFS children are in school.

A proximity card access control system has been installed to secure the external doors in St Edmund's Prep School, St Edmund's College and in boarding to provide security and protection for students, staff and St Edmund's equipment. Additionally all fire doors in St Edmund's Prep School and St Edmund's College have been fitted with door contacts and alarms which activate when a fire door is opened.

All staff and students are provided with a unique card which contains an embedded smart chip that can be deactivated as soon as it is reported lost. Each card has the users name, function and photo for identification purposes. An electronic reader is connected to each door and reports to the access control server every time a card is read allowing for usage and security reports to be run if needed. The system allows students and staff to be assigned to security groups which specifies access to certain doors at specific times as necessary for each card user.

- Temporary cards are available and are signed out by the IT department for staff.
- Contractor cards have been issued to Estates and the Domestic Services Manager and they are responsible for signing these cards in and out.

- All card holders are told to report lost cards to the IT department as soon as possible for their card to be cancelled and a replacement to be issued.

There are 5MPH speed limit signs and speed humps to restrict speed. Deliveries are all made to the signposted delivery bay area where separate access to the Kitchens and porters lodge are available. Parking of vehicles in this area is restricted to delivery vehicles and support services vehicles. Wherever possible, regular delivery/collection services are asked to avoid peak student movement periods. We request that all delivery/courier vehicles are fitted with audible reversing alarms.

## **RECEPTION**

The Reception at St Edmund's College is staffed between 8.00am and 5.30pm during weekdays throughout the year, apart from any period of closedown; St Edmund's Prep School Reception is staffed during term time only. The master fire alarm panel, showing the location of all alarm call points and automatic detection devices is physically just off the Ambulacrum opposite the stairs adjacent to the library. The fire alarm is linked to a monitoring station and when activated the Fire Brigade will automatically be summoned (unless when specifically deactivated for a practice or testing purposes). The monitoring station also has a list of telephone numbers to inform nominated staff that the alarm has been activated. The first call is to the Duty Mobile number. The monitoring station works through the list of numbers until they make contact with a nominated person on the list of telephone numbers they hold. The list is reviewed on a regular basis.

## **PROMOTING A CULTURE OF SAFETY**

### *Staff Induction*

All staff receive a briefing on security and workplace safety within their first week at the school. This includes advice on:

- Supervising students, where new members of the teaching and boarding staff are given training in registration and in the arrangements for supervising students.
- Staff are also briefed to be aware of particular medical needs of their tutees and students (allergies, medical conditions etc—see First Aid, Accident Reporting, Illness at School and Medicines Policy.)
- Safeguarding their personal possessions and St Edmund's property. Staff are asked to follow an agreed procedure for taking equipment, such as laptops off site, and for returning them. Staff are provided with suitable means of securing personal property via personal lockers, desk/cupboard space etc.
- Emergency procedures, fire drills etc.
- Measures to deter opportunist thieves, such as closing doors windows and blinds and being vigilant of possible "back gating" unauthorized access behind someone opening a door
- Keeping outside doors shut
- Securing teaching rooms when empty during breaks and at the end of the school day.
- Arrangements for late [and lone] working
- Staff who work in the Nursery Department or with EYFS children receive induction training that covers the needs of our youngest students.

The briefing also covers:

- 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 academic, medical and boarding staff are trained in keeping students safe. (See procedures on Induction of new staff in Safeguarding and Child Protection Policy).

More specific training is given to those members of Estates Department who have responsibility for emergency building related duties.

Parent/Student consultation should always be held in an area where staff are not secluded in out of the way areas/rooms in the school. In the event of an incident such as disgruntled parent etc. staff should contact their Head of Department or senior teacher within the department and follow points (below) 2-6 of '*what to do in the event of an intruder*'.

In the event of a major, unforeseen incident (i.e. a terrorist attack, armed intruder) staff should in the first instance keep their students in their room, check register again (and keep it to hand) and make sure that students are ready to evacuate building. Staff and students to remain in place until directed by HoD and/or senior members of staff.

Staff briefed on what to do in the event of an intruder

1. In the first instance, staff should question the intruder by politely asking if they need help, but only if they feel safe in so doing (i.e. if they are in an open area and/or near other members of staff). The intruder should then be politely directed towards an exit or reception as appropriate and a senior member of staff informed of the breach in security irrespective of the nature of the intruder (i.e. even bona fide visitors should not be wandering around the school unaccompanied).
2. If the above fails or if alone, find another member of staff for support and contact a senior member of staff as soon as possible.
3. If serious call 999 yourself.
4. If not urgent inform a member of SLT, who will decide on an appropriate course of action.
5. Get/make a note of the description of the intruder for identification on CCTV footage if necessary.
6. Make any recommendations with regards to the St Edmund's risk assessments/security policy to the Headmaster or his deputies.

Children are briefed by tutors regarding what to do in the event of an intruder

#### Fire Drills

Students are given regular drills and briefed on procedures and conduct.

#### Lockdown

Students are given regular drills and briefed on procedures and conduct.

#### Movement around the school

Students are briefed on the direction to take on approaching and leaving classrooms, Changing facilities, sports facilities etc, particularly at changeover of lessons, so as to avoid crowding and safety in moving around the site.

#### Practical lessons

Guidance and clear instructions, including displays and information in books, are given as to safe conduct in practical lessons and correct use of equipment.

### Lockers

Every student, including boarders, is given a locker for the secure storage of his or her personal possessions. . We encourage students not to bring large amounts of money or valuables to St Edmund's.

### Boarding Security

Procedures for the boarders including details of when students may leave the St Edmund's site and when they are expected to be back are contained in the Boarders' handbook.

### Appointments made by visiting parents

These must always be made by prior agreement with the Heads of Boarding and visitors must report to reception. If the visit is taking place after hours specific arrangements must be made with the Head of Boarding. Visiting adults must always be accompanied and appropriately supervised; they must remain in common areas and not in students' rooms other than for a brief visit to collect belongings, look at the room etc. and always accompanied by a member of staff.

### Deliveries of take away food

From time to time growing children will want a later supplement to the supper that the St Edmund's provides and more than the snacks that they can make in the kitchens in boarding. Ordering a delivery of take away food needs to be a safe process for our students and so the following rules are set out:

Students are allowed to order, with permission from duty staff, between 8pm and 8:30pm.

They have to inform duty staff when they are ordering, when they are going down to collect, which must be in a group of at least three and when they return.

Any food delivered outside these procedures will be confiscated.

Failure to follow the above simple safety precautions may lead to loss of privileges, individually or collectively if the security of the boarding community is considered to have been put at risk.

### Alarms/Security at night

Alarms are set at night.

Occasional walk around very late at night recorded in the duty log.

Checking locking of outside doors by staff on duty.

### *Use of St Edmund's Facilities by Members of the Local Community*

A limited number of local community groups use our sports facilities outside St Edmund's hours, at weekends and in the holidays. We regulate their use by specific agreements that cover practical matters such as DBS checks, hours of usage, rent (if applicable), insurance and security.

A member of our Estates Department is always on site when outside groups are present and a member of boarding staff on duty in boarding area. Care and supervision is given to ensure that appropriate boundaries are maintained between those using St Edmund's facilities and the onsite community.

## **PHYSICAL SECURITY MEASURES**

### *Gates*

There are vehicle gates/barriers at our vehicle entrances. The main drive entrance and Headmaster's gate are padlocked during the St Edmund's holidays, when staff and visitors use the deliveries entrance (Farm Lane) to the College to gain access.

### *External Doors*

All normal access doors to the main St Edmund's building and St Edmund's Prep School are fitted with electronic security locks, which are always in operation and fire escape doors fitted with system alarms. (See Access Control Measures). In other areas, normal locks are provided.

### *Internal Doors*

St Edmund's utilizes a lock master suite system throughout the premises. Staff are only provided with keys to access areas required by their duties and any accommodation they may have. The flexibility of the system means that locks can be changed easily if any breach of security is suspected or to temporarily bar access to given areas etc. All keys are only identified by serial number markings to prevent identification of the lock area in the event of a key being lost. All issue of keys is undertaken by the Building Projects Manager. He maintains a list of keys issued to personnel. The Bursars authority is required for the issue of any sub master or full master key. The stock of keys is in a secure area that can only be accessed by the Building Services Manager, his deputy.

### *Windows*

Ground floor windows are securable or access restricted and windows above first floor in student accessible areas and all boarding areas are fitted with window opening restriction

### *St Edmund's Boundaries*

These are regularly checked for gaps/damage and to identify any 'desire lines' that have developed and consideration given to blocking the route taken.

### *Waste/recycling bins*

Recycling containers are located away from the main buildings next to Building maintenance. General waste containers are located in the delivery yard area, away from main buildings.

### *Playground furniture*

Where possible, this is secured and students briefed as to the correct use thereof; students are also asked to report any damage or concerns to staff as soon as possible.

### *Security Alarms*

There are a number of security alarms to protect areas such as the accounts office, Exams Office Museum, I.T rooms etc, as well as alarms in the boarding areas. The CCF Armoury is secured with an MOD alarm which activates an armed Police response in the event of unauthorized entry.

### *Unsupervised Access by Students*

We ensure that students do not have unsupervised access to potentially dangerous areas, such as the swimming pool, 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 flammables are kept securely locked in appropriate storage facilities.

Students do not have access to the Grounds, Maintenance, Catering and Maintenance workshop areas of St Edmund's. (See our separate policy on the supervision of students).

### *Security of Electronic Property*

### *Marking Property*

All electronic property is marked clearly with a St Edmund's asset tag as a deterrent to theft. The Technical Services Manager maintains the register of computer equipment, which is reviewed regularly.

### *Security Lights*

We use dusk to dawn sensory security lighting to protect the outside of our buildings and provide safe pedestrian walkways.

### *CCTV*

St Edmund's has installed CCTV throughout its premises, both internally and externally, to ensure the Health and Safety of its community, to assist in providing suitable and adequate security measures for the protection of students and staff and for the prevention of theft and vandalism.

We have CCTV cameras covering the main entrance used by visitors, the pedestrian and vehicle gates, and all entrances to the main St Edmund's buildings and St Edmund's Prep School. CCTV cameras are also placed in various areas inside the buildings, including IT suites and boarding access points. We have around 170 cameras covering key internal and external areas of St Edmund's and some of the external cameras are equipped with IR night vision and are vandal and weather proof.

To ensure that CCTV does not intrude on the reasonable privacy of staff and students, all cameras are carefully situated not to look directly into bedrooms or shower/toilet facilities. The cameras are fixed view and do not have sound recording functionality. The images are used in accordance with the Data Protection Act. Warning display notices are posted at the entrances to St Edmund's site.

All staff and students should be aware that the CCTV images may be used by St Edmund's as reasonably necessary in disciplinary or other processes which may involve law enforcement agencies where they provide evidence in this regard.

The Technical Services Manager and I.T staff have a job related need from time to time to view live images in order to check the functionality of the equipment. To ensure that sensitive footage remains secure no person may view live images or pre-recorded material in non-boarding areas without permission from the Headmaster or one of his deputies. Assistant Heads may view CCTV without the permission of the Headmaster or one of his deputies but cannot give permission for others to view it. Footage can only be viewed in the presence of I.T staff or a member of SLT, who will also keep a log of viewings.

For boarding areas permission to view live images or pre-recorded material must be obtained from the Head of Boarding or, in their absence, a member of SLT. Footage for boarding areas can only be viewed in the presence of the Head of Boarding or a member of SLT. The Head of Boarding will also keep a log of viewings. If the footage involves any member of staff subject to disciplinary procedures, they have the right to a trade union representative or colleague present during such viewings. 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.

The IT Department are trained in operating, recording and retaining images taken. Our CCTV system 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.gov.uk](http://www.ico.gov.uk)).

### Out of hour's security

In addition to the arrangements for CCTV and access control measures, St Edmund's:-

- Regularly reviews its level of outside lighting for staff and student safety and to deter acts of unauthorised entry, theft and vandalism. All lighting is dusk to dawn with sensors
- Employ an early evening member of staff during term time to lock down areas, check windows shut etc within given guidelines. Given the nature of the school and boarders access to areas of the school, late evening events etc, where locking down is not possible, the areas are checked as far as possible and then left to boarding/event staff to ensure the securing of the premises.
- Employ on rota resident Emergency Duty members of Estates Department to carry out outer door and other plant checks during week end/holiday periods.
- Has alarms installed on all entry/exit doors in boarding areas, activated overnight with boarding staff in sleeping areas
- Has alarms installed in other areas of St Edmund's to protect property and guard against unauthorised access.
- Whilst having no immediate neighbours, fosters good relationships with local people and the clubs/societies that use our facilities, encouraging shared information regarding possible criminal or unsocial behaviour.

#### Maintaining a safe and secure environment in our Nursery (EYFS)

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 he or 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 – which is fenced off from the rest of St Edmund's and has a bolted gate
- 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 students at the start of the morning and afternoon sessions
- Check all students out as they are collected by their parents or carers

The security locks make it extremely difficult for unauthorised visitors to proceed beyond the Nursery lobby area. Parents and carers are welcomed into the nursery classroom and reception cloakroom by a member of staff, where the children are dismissed and given any feedback or messages as necessary. Entrances to the nursery and reception are only accessible during drop off and pick up times.

Frequency of review: 3 years

Policy last reviewed: Michaelmas 2018

Next review date: Michaelmas 2021