

POLICY TITLE	Security Policy
Policy Area	Health and Safety
Author	
Relevant Statutory Regulations	Management of Health and Safety at Work Regulations 1999 Health & Safety at Work etc. Act 1974 Education (Independent School Standards) England Regulations 2014 Department of Education guidance: Keeping Children Safe in Education
Senior Team Lead	
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Security Policy and Procedures

1 Aims

1.1 The Council Members of Roedean Moira House ('the School') are very aware of the importance of ensuring the safety of all those affected by the School's operation, maintaining a high level of personal security within the School as well as reducing the potential for arson, theft and vandalism. The School is an open site, which although fenced, is accessible by walkers and consequently security is focused on point security i.e. the security of buildings and, in particular, the pupils' boarding houses. To gain entry to any building, other than the manned main reception area, it is necessary to know the code which is changed at least twice annually. The School reception is manned by the receptionist in the working day time. The School works hard to create a safe secure environment for pupils, staff and visitors.

1.2 The purpose of this policy is to set out the measures that will be adopted to ensure, so far as is reasonably practicable, that employees, pupils and others are protected from risks to their safety and security whilst at Roedean Moira House.

2 Introduction

2.1 Organisational Responsibilities

The Council members delegate responsibility for School security to The Head who in turn delegates this to the Head of Maintenance and other members of the Senior Leadership Team as appropriate. Ultimately security, and in particular, the safety of pupils is the responsibility of all members of staff whether they be teaching or non-teaching. The School has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility for School security is the Head of Maintenance.

The following employees have responsibilities for ensuring the security of the School site and premises:

Security Issue	Responsible Person	Specific Duties
Perimeter fencing, Access Routes	Head of Maintenance	<ol style="list-style-type: none"> 1. Regular inspections 2. Maintenance and repairs 3. Surveillance and monitoring 4. Proposals for upgrading security as necessary
School - entrance / exits	Head of Maintenance	<ol style="list-style-type: none"> 1. Daily unlocking/lock-up routines 2. Monitor entrances/exits by way of CCTV cameras 3. Log and report incidents 4. Regular checks on key pads to ensure secure
Control of Staff	HR	<ol style="list-style-type: none"> 1. Ensure necessary safer recruitment procedures are carried out 2. Ensure all staff wear identity badges
Control of visitors	8.00 am – 6.00 pm Monday Friday term time and 8.30 am – 5.00 pm in holiday times: School Secretary / Receptionist All other times: Duty SLT, Boarding Staff	<ol style="list-style-type: none"> 1. Sign in / sign out 2. Control of visitor passes 3. Control of security codes 4. The drivers of all taxis booked by the school are DBS checked
Control of contractors	Head of Maintenance HR	<ol style="list-style-type: none"> 1. Check credentials of contractors prior to appointment 2. Brief contractors on School Security requirements and arrangements 3. Day-to-day supervision of contractors on site

Security of money	Accountants	1.Collection and banking of payments to the School 2.Control of petty cash floats
Security of money - Trips	Trip / Visit Leader	1.Collection of payments and prompt handover to Accountants
Security of money- Houses	House staff	Control / issue of pocket money
Emergency procedures -Fire	Fire: Staff details are contained in the relevant policies	Duties and responsibilities in accordance with School's Fire Awareness policy and procedures
Emergency procedures – Medical	First Aid/Accidents: Health Centre nurse and School First Aiders	Immediate treatment of injuries or illnesses prior to the arrival of emergency services to save lives, reduce effects of injury and speed recovery.
Building security	Head of Maintenance IT Manager Domestic Bursar	Regular assessment of requirements, installation of security systems, and system maintenance and staff training

3 Consultation

The school will discuss security arrangements regularly as follows:

Method	Frequency
Governors Meeting	Annually
Senior Leadership Team meetings	Annually but additionally as required
Staff briefings	As required
Health & Safety committee meetings	Termly

4 Arrangements

The School has implemented the following arrangements to ensure, as far as reasonably practicable, the safety and security of staff, pupils and other persons using the School premises.

4.1 Information and Communication

Written information: Procedures and arrangements for security are detailed and regularly updated in:

- The School Handbook
- The School's Fire Risk Prevention policy and procedures
- The School's Health & Safety policy and procedures

- The School's policy and procedures for Management of Contractors

4.2 Training

Security matters are addressed in:

- Induction Training for all new staff
- Regular updates as necessary during staff training days
- Specific training on new equipment and systems as required
- Training and education of pupils on matters of personal safety (see PHSE and Tutorial policy)
- Training and education of pupils on not 'borrowing things' and respecting one another's' privacy.
- Training and education of girls to name belongings and not to use expensive items in school.

4.3 Supervision

Arrangements for the supervision of pupils are as follows:

Boarding time (5.15 pm – 8.15 am)

Direct supervision by Boarding Staff

Start of the School and throughout teaching day

Teaching Staff and Boarding Staff

Breaks

Teaching Staff on Duty

Lunchtime

Teaching Staff on Duty

Supper time

Boarding Staff

4.4 Registration procedures and controls

General: All pupils are required to attend for registration in a designated area at 8.25 am and 3.00pm. Teaching staff responsible for registration and do so using an electronic register linked to the school office.

Late book: Pupils who are unable to attend registration for any reason are required to sign in in the School Office. After each registration members of staff in the school office track missing girls (see Missing Girls Policy).

Trips / visits / away sports fixtures: Responsible staff are required to complete the relevant documentation in accordance with the School's policy and procedures for educational visits and Visits. This information is accessible through the school website (<http://www.moirahouse.co.uk/about-us/policy-documents/>).

Ad hoc absence: Individual pupils leaving the School site during the day for any reason must be signed out by their parent / guardian and signed back in again in the School Office or House upon their return.

4.5 Procedures for collating information and for checking absentees:

Registration: Parents / guardians are requested to contact the School by 8.30 am to report any absence of their child(ren), give a reason for the absence and some indication, if known, of the likely length of the absence. Any member of staff receiving a message reporting a pupil absence must communicate this information as soon as possible to the School Office or enter the relevant information directly onto the school database.

4.6 Signing out

Girls are required to sign in and out of their respective Houses.

4.7 Visitors

Procedure for management of visitors is as follows:

- (a) All visitors are required to check in and out at Reception and to sign in with details of their name, organisation, host/destination, car registration and time of arrival/departure.
- (b) Visitors will be provided with an identification badge and this badge must be displayed by the visitor at all times whilst they remain on the School premises.
- (c) Visitors will be restricted to designated areas in accordance with their business at the School and will not be allowed unsupervised access to pupils.
- (d) All contractors are required to check in and out each day with the Head of Maintenance and to comply with all other management controls as detailed in the School's policy and procedures for Management of Contractors.

4.8 Access and Egress General

The School Office is open during term time from 8:00am to 6:00pm, unless an evening event is being held at the School.

4.9 Clubs, Societies and commercial users of School facilities

Regular users of the School will be issued with codes to enable their members to access only their designated areas of the School. Persons attending other functions/events at the School e.g. concerts etc. will be required to enter and exit via the front door. They will be restricted to designated areas where the function/event is taking place, where Roedean Moira House staff will be on hand to access/ egress coded areas as required.

Site Security.

All members of the School Community are issued with a code for key pad doors. They are required to keep this code confidential.

Emergency arrangements

Fire emergency arrangements are detailed in the School's Fire Risk Prevention policy and procedures.

Other emergency arrangements are detailed in the School's Crisis Management policy and procedures.

Intruder alarm

In the event that an intruder(s) is known to be on site, the lock down procedures applies.

Security of Belongings

All girls are encouraged to take out personal possessions insurance. They are provided with lockable storage in their bedrooms and have the facility of the House safe for valuable items.

5 Risk Assessments

As required by the Management of Health and Safety at Work Regulations 1999 a risk assessment which identifies hazards associated with security risks has been carried out. The risk assessment will be reviewed annually by the Domestic Bursar and Head of Maintenance. Recommendations (where applicable) will be made to the Head of School.