



**HORRIS HILL
SCHOOL**

Access and Security Policy

Policy reviewed: Summer 2023

Policy approval: February 2022

Date of next review: Summer 2024

Access and Security Policy

Aim

Our aim at Horris Hill is to provide a safe and secure environment for our pupils, staff and visitors. Our Access and Security policy ensures that we have in place effective procedures to enable us to achieve this aim and covers both indoor and outdoor parts of the School premises.

This policy should be read in conjunction with the school's Safeguarding and Child Protection Policy, Prevent Policy and the Pupil Supervision Policy.

Context of Horris Hill School

The school occupies a large rural site amounting to approximately 65 acres of land. Some of the school's land is heavily wooded; some is made up of playing fields and the centre of the site is occupied by the school's buildings. The school does not have a secure perimeter fence. It also has a restricted byway, which is open to the public and which dissects the site from east to west. This represents additional challenges from a site security perspective. The school is therefore classified as 'porous'.

School leaders are mindful of their obligations to abide by the law and not to fence off or block this restricted byway and right of way whilst also ensuring that the school is a safe and secure environment for all pupils, staff and visitors.

The additional measures which the school has put in place are covered in detail below and in other policies but can be summarised as follows:

- Clear signage indicating to members of the public which is the restricted byway and which is private land.
- The installation of CCTV, in line with regulation and best practice, to provide additional security for all pupils, staff, visitors and property.
- The requirement that all staff, visitors and contractors wear visible lanyards whilst on site indicating their status. Staff are instructed to challenge any individual not wearing a lanyard whilst on site.
- Regular communication with local parish and county councillors and officers regarding the correct signage and maintenance of the restricted byway and other access points in order to ensure that the school leadership are taking all reasonable steps to balance the needs to safeguard pupils with the requirement to allow the public to access the restricted byway.

Roles and responsibilities

The Headmaster has the overall responsibility for security.

The Bursar will be responsible for implementing the security policy.

The Bursar in conjunction with the Headmaster will be responsible for ensuring that:-

- All staff appreciate the importance of security and understand the School's policy and their responsibilities
- Staff know they are to release pupils **only** to the care of individuals named by the parent.
- Day pupils are required to be signed out to their parents at the end of the day and the pupils are told to wait indoors in the Front Entrance and NOT outside.

- Pupils do not leave the premises unsupervised.
- Parents are informed of security issues and encouraged to adhere to any School security procedures.
- Formal risk assessments are conducted on an annual basis and as and when circumstances change, to ensure that security arrangements are still valid. The Bursar may designate a named member of staff to carry out these checks on his behalf.
- All crimes are reported to the Police.
- All staff at the School are to take a shared responsibility to ensure the security strategies are implemented. Staff should consider the welfare of the pupils at all times and take whatever action is deemed necessary to protect the welfare of pupils.

Access

Visitors

- All visitors to the School must report to Reception.
- All visitors, including contractors, will be asked to sign the visitor book, indicate their arrival time, log in any vehicle registration and wear the visitor's badge issued to them, which must be clearly visible and suspended from a lanyard.
- When the visitor signs the visitor book, they will be advised by the person signing them in of the Safeguarding, Health and Safety and Fire arrangements. These are also printed on the reverse of the visitor badge. It will be drawn to their attention that they are signing to state that they have understood and will adhere to the Safeguarding and Health and Safety information provided to them during their visit.
- The member of staff is responsible for their visitor during their time in the School and must ensure that their visitors sign out (including their departure time) when their business is concluded.
- All visiting staff from other locations, SEN therapists, etc., will follow the visitors' security procedure as stated above.
- Visitors must not be allowed access to any residential area without authorisation.

This procedure does not apply to visitors attending school events, coaches/pupils of visiting teams or parents visiting sons by arrangement with the school.

Parents

- All parents are to be kept informed about the security arrangements in place on a regular basis.
- Staff who have arranged meetings with parents are responsible for those parents whilst they are on the School premises and must ensure that they are escorted at all times, whilst they are on site.
- If parents wish their child to be collected by another adult, they must provide confirmation of this to the Headmaster or School Office so that relevant staff can be informed.

Staff

- All staff are issued with an ID badge, which displays their name and photo, and a staff lanyard. They are required to wear this at all times during the working day.
- All staff are required to be vigilant and must challenge unidentified visitors who are found on the School grounds. Where appropriate, the member of staff should accompany the visitor to Reception to be issued with a visitor's badge.

It is particularly important, not only for security purposes, but also for fire safety purposes that the School knows who is on site at any particular time.

Sports, Fixtures and Tournaments

During sports, fixtures and tournaments staff are requested to be extra vigilant and to look after visiting pupils, staff and parents.

Safeguarding

At Horris Hill School safeguarding is paramount and any concerns must be reported to the Designated Safeguarding Lead (DSL). Sam Moss, Deputy Head is the DSL and Rob Stewart, Headmaster; Laura Wowk, Head of Lower School and Felix Beardmore-Grey are the Deputy DSLs. Izzy Moss, Nursery Manager is the DSL in the Nursery.

Visiting Speakers

Any speaker invited to Horris Hill must be approved by the Headmaster. Guest speakers/visitors are vetted prior to arrival through internet searches and are supervised at all times by a member of staff.

Parents Events

Events such as plays, concerts and sporting events are exempt from the above as the visitors attending have a family relationship with pupils. Security is very important at these events and at these times when the school is open to parents, staff should be especially conscious of the fact and should assist the school to manage visitors.

Contractors

Arrangements for workmen attending the site during the school day should be made on a day-by-day basis by the Estate Manager. Workmen should be accompanied unless they have been properly cleared for work in the school in accordance with the school's Safer Recruitment Policy. Workmen should be booked in and wear a visitor's badge, which should be clearly displayed.

Arrangements for large contracts are made as part of the contract and under the CDM Regulations. Details of these are available from the Estate Manager and Bursar. General arrangements will usually include: site foreman to be cleared for work in the school in accordance with the school's Safer Recruitment Policy; DBS certificates will be required for any contractors and sub-contractors working on site for a number of consecutive weeks. (This will be subject to review prior to commencement of the project to agree the appropriate approach given the circumstances of each specific project). Workmen to sign in with the site foreman and to remain within a segregated compound; site compound to be kept secure by the site foreman.

Security of Equipment and Personal Property

- Staff are individually responsible for the security of their personal possessions and equipment belonging to the school. Lockable offices, staff rooms and/or personal lockers are therefore provided by the school. Members of staff are responsible for returning equipment to its designated secure location.
- All pupils are discouraged from bringing unnecessary valuable equipment into the school.
- Found property will be kept in the school until claimed.
- The School will not necessarily be held responsible for the loss, theft or damage to property belonging to pupils, staff or visitors.

CCTV

The School has a CCTV system in place which provides coverage of the approaches and main entrances to the school site and to various buildings including Main School and the Music School, plus the Horris Wood and Horris Bank boarding houses. Only where it is necessary for the safety of pupils and staff and/or crime prevention, cameras may be placed inside the school buildings. Images are recorded for the purposes of staff and pupil safety and crime prevention. The operation of this system is described further in the CCTV Surveillance Policy. Staff and parents are informed about the system and there is appropriate signage in place to inform visitors to the site about the system.

Lock-up

A duty staff member is responsible for ensuring all doors and ground floor windows in the school (including the Main School building which contains the Hill boarding house, Stow building, music school, theatre and sports Hall) are locked by 8pm each night. The Housemasters of Horris Wood and Horris Bank are responsible for their own houses.

During the school holidays a member of the maintenance staff ensures that any buildings being worked in by contractors or the in-house team are secured at 4.00pm or when the last contractor has left the site. Security of the premises thereafter becomes the responsibility of any member of the teaching or support staff who, for whatever reason, accesses the buildings. Staff are regularly reminded about security. If they leave the building even for a short while, they must lock the door behind them. Staff who may occasionally work out of regular hours are reminded to ensure they secure the exit through which they leave.

Access to and security of boarding accommodation

- Boarding accommodation is reserved for the use of those boarders designated to use it, and protected from access by the public.
- Boarders' sleeping areas are for the exclusive use of the boarders.
- All persons visiting boarding accommodation are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.
- Pupils must not be invited into the personal living space of any member of staff unless agreed with the Headmaster
- All residential staff adhere to the school rules with regard to guests and visitors.

Resident Staff accommodation

Resident staff are required:

- To notify the Headmaster/Bursar in advance of all private guests and overnight visitors (of whatever duration) to their accommodation.
- To be responsible for the behaviour and conduct of their visitors
- To ensure that any visitors are supervised at all times.

Monitoring of Security Strategies

- Informal through verbal reports from staff and visitors
- The Bursar and Estate Manager are to review the internal security measures with staff regularly and report any deficiencies. Current staff members are very conscious of the security of our pupils. To ensure this is always the case, the Bursar will stress the importance of security at the Inset meeting at the beginning of every term and that any concerns should be brought to her attention immediately.
- Pupils should also be encouraged to report any suspicious intrusions to staff and be instructed as to how they should respond if approached by strangers within the School buildings or grounds.
- Security is also reviewed at meetings of the Health, Safety and Security Committee.

Incident Reporting

- Records of any and all actual or potential breaches of security must be kept.
- CCTV recordings may be analysed to establish the nature of any actual or potential breach.
- All incidents relating to security of the school premises shall be reported to the Headmaster, or DSL or deputy DSL if the Headmaster is unavailable, and recorded accordingly.
- An incident report form must be completed, as below.

INCIDENT REPORT FORM

Includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property. This form should be completed as fully as possible. A member of staff should complete the form for an incident involving or witnessed by a pupil. Please use continuation sheets if necessary.

1. Member of staff reporting incident:

Name:

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Work Address:

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Position.....

2. Personal details of person assaulted/verbally abused (if appropriate)

Name:

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Work Address:

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Position: (if member of staff)

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Class:

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Age: Gender:

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3. Details of trespasser/assailant(s) (if known)

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4. Witness(es) (if any)

Name:

.....Gender.....Age.....

Address:

.....Postcode.....

Other Information:

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Witness(es)

Name:

.....Gender.....Age.....

Address:

.....Postcode.....

Other Information:

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Relationship between member of staff/pupil and trespasser/assailant

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5. Details of Incident

a) Type of incident (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment necessitated, etc.)

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b) Location of Incident (attach sketch if appropriate)

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c) Other details (describe incident, including, where relevant event leading up to it; relevant details of trespass/assailant not given above; if a weapon was involved, who else was present.
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6. Outcome: (e.g. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)
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7. Any further information/sketches, etc. (as attachments)
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Name:

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Signed:

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Date: