

ACCESS TO SCHOOL PREMISES AND SCHOOL SECURITY

- Whilst it is difficult to make the school site totally secure, all reasonable measures are taken to ensure that the school is a safe environment for all who work or learn here.
- All adult visitors, other than existing parents, who arrive in normal school hours are required to identify themselves in the School Office and to sign in. They will receive a visitor's badge which must be worn on a lanyard for the duration of their stay.
- This is also the case for old staff members who return to the school to visit friends.
- Teachers will not allow any adult to enter their classroom if they are unaccompanied and they are uncertain of their identity.
- In the case of a visiting speaker, whether invited by staff or pupils, the speaker will be met at the School Office and accompanied throughout their time at the school. They too must wear a visitor's badge. Mindful of Prevent legislation, the member of staff in charge will discuss the speaker's suitability with the Headmaster who will ensure that an internet search has been undertaken. Upon arrival the speaker will be reminded of their legal duty not to undermine British values or to attempt to radicalise their audience. If, during the course of their talk, the speaker does present views not corresponding to the demands of the appropriate legislation, the member of staff responsible for the talk will present will balance the views expressed. The school will not invite the speaker again and will pass on the information to Channel, or if appropriate, the Police.
- If any member of staff working in the school has suspicions that a person may be trespassing on the school site, that person should be challenged and the Headmaster informed as soon as possible. The Headmaster will warn any intruder that she/he must leave the school site straight away. If he has any concerns that an intruder may cause harm to anyone on the school site, he will contact the Police.
- The front door is protected by an electronic gate, the yard by electronic gates, the keyhole with a coded keypad and the side gate is padlocked. There are CCTV cameras in strategic positions.
- No visitor is allowed up to Boarders' dormitories while pupils are in them; at other times they must be supervised by a member of staff.

SECURITY AND SAFETY PROCEDURES

In order to ensure that that the site is kept secure, particularly at night, there is a strict lock-up procedure.

Lock-up Procedures

During term time

All lock-ups include checking each area, switching off lights and appliances, closing windows and ensuring that all fire doors are closed and escape routes are clear.

Duty staff are to alarm the Walton Centre if all staff are out of the building at the end of duty. If a staff member is still in their classroom, duty staff must inform them that they will need to alarm the building once they are finished.

At handover between duty staff and boarding staff, a check is made of which areas have been locked and secured. Once the boys have left the ground floor it is to be checked and locked, and the alarm system is to be activated.

The member of staff on duty in the boarding house ensures that the gate leading to St Aldate's Quad is padlocked when the boarders have returned to the Boarding House in the evening.

The Housemaster will lock up No.1 Brewer St. On his days off, this will be done by the Bursary.

During holiday periods

The site is secured and checked each week day and alarmed at the end of each day. Resident staff are responsible for the property when they in residence.

Reviewed by SMT 19th April 2021