

## **Visitors and Site Security Policy**

**November 2023**

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## **1 Aim**

Our aim at King's College School ("the School") is to provide a safe and secure environment for our pupils, staff and visitors. This policy ensures that we have in place effective procedures to enable us to achieve this aim and covers all indoor and outdoor parts of the School premises, which for the avoidance of doubt includes those parts of the premises occupied by pupils within our Early Years Foundation Setting (EYFS) and the Boarding House.

## **2 Roles and Responsibilities**

### **2.1 Head**

The Head has overall responsibility for security of the School site. Day to day management of security is delegated to the School Bursar.

### **2.2 School Bursar**

The School Bursar is responsible for implementing the security procedures in this policy. The School Bursar is also responsible for ensuring that:

- the level of gate security and access points to the School site is commensurate with the events or activities taking place on the School premises during term time, weekends and school holidays;
- the School's fire detection system and emergency evacuation procedures are tested on a regular basis and any deficiencies are corrected as necessary;
- the School's CCTV system is managed and monitored;
- the School's ICT infrastructure is safe and secure;
- all staff appreciate the importance of security and understand the School's procedures and their individual responsibilities;
- staff training needs are kept under review and training is carried out as needed;
- parents are informed of the School's security protocols and are encouraged to adhere to them;
- formal risk assessments are conducted on an annual basis or as and when circumstances change, to ensure that security arrangements are still valid;
- routine security checks are carried out on an on-going basis; and
- all crimes committed on the School site are reported to the Police.

### **2.3 Clerk of Works**

The Clerk of Works is responsible for the following:

- ensuring that a full review of the School premises and security procedures is completed on a termly basis;
- preparing the School for the one-way traffic system that operates during morning drop-off including opening the Grange Road gate at 0740 and closing it at 0845 on school days;
- supervising all traffic into the School site during morning drop-off;
- testing the School's fire detection system on a weekly basis and reporting any deficiencies to the School Bursar;
- ensuring the School is appropriately staffed with a Caretaker. The School currently has two Caretakers who between them ensure the School is covered between 0630-2000 Monday through Friday and as required for School events outside of these hours;
- work with the School Bursar in monitoring the CCTV system in response to any incidents on the School site.
- ensure all contractors abide by the correct internal procedures and guidelines (see Appendix 1).

## 2.4 ICT Team

The ICT Team is responsible for working with the School Bursar in ensuring the School operates a safe ICT infrastructure. This includes advising the School Bursar on how to best protect the School's network and equipment from attack by viruses or hacking and maintaining robust firewalls to prevent inappropriate usage as per the School's *Acceptable Use of ICT for Pupils Policy*, *Online Safety Policy* and the *Staff Code of Conduct*.

## 2.5 Staff

All staff are to take a shared responsibility to ensure the School's security procedures are implemented and must challenge any unidentified visitors who are discovered on the School site.

- Staff are required to sign in and out on the registration system and wear their School ID badge (with purple lanyard) at all times while on the School site.
- Peripatetic teachers are required to wear their School ID badge (on blue lanyard) at all times while on the School site.

### Staff Supervision

- At least one member of staff is always on duty before and after school in order to supervise pupils as per the current procedures below:
  - 'Dawn Crackers' opens at 0745 in the Wiles classroom or Jubilee Gardens, depending on the weather.

- Pupils are dismissed at 0810 to their Form rooms or to the appropriate outdoor space (Astroturf or Adventure Playground). Pre-Prep pupils are accompanied by a member of staff to their classrooms.
  - At the end of the School day, pupils may attend clubs until 1730. Late Stay is available until 1800 for pupils not collected at the end of clubs.
  - Parents are able to contact the School Office until 1700; after 1700 the night service telephone rings through to both the Bursar and the Late Stay telephone.
  - If a pupil remains in Late Stay after 1800 and the School has been unable to contact a parent, the pupil will join the Boarding House until a parent can be contacted and the pupil can be collected. Parents may contact a member of staff on duty in the Boarding House on email at [boardinghouse@kcs.cambs.sch.uk](mailto:boardinghouse@kcs.cambs.sch.uk); this email address is monitored throughout the evening by the duty staff.
  - There is always at least one member of staff on duty and resident in the Boarding House during term time and when the choristers are in residence.
- All pupils are registered in the morning and afternoon. Special care and vigilance is given to our EYFS pupils.
  - Pupils in Pre-Prep are collected by parents directly from staff at the end of the school day from the Pre-Prep entrance. Staff are aware that they should only release pupils to other adults with prior parental consent (preferably in writing).
  - Pupils in Years 3-8 are collected by parents from the collection area on Front Pitch; older pupils may leave the School site unsupervised via walking or cycling only with prior parental consent. Parents should give consent to the pupil's Form Tutor who will inform the School Office of the agreed arrangement.

#### Additional Staff Responsibilities

- ensuring classrooms and windows are locked at the end of the day and blinds are closed;
- turning off all electrical equipment at the end of the day;
- storing valuable equipment properly and locking it away at the end of the day;
- ensuring pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratory, the design technology room and the ICT laboratory;
- securing access points and locking all doors to maintenance, catering and caretaking areas of the School; and

- obtaining prior permission from the School Bursar before borrowing or taking home School equipment.

### **3 Security Procedures**

#### **3.1 Gate Access and Codes**

- The external gates are open for pedestrian access during drop-off and pick-up times Monday through Friday during term time only. A one-way vehicle system for 'kiss and drop' operates for morning drop-off only. Parents are given a specific access code for these times; this code is disabled outside these hours, and on weekends and school holidays.
- School staff are able to use their School ID badges to gain access.
- Various gate codes are allocated to different groups of external users of the School site to enable access for those who have permission to use the facilities at agreed times. The School can control and restrict their access via these codes to appropriate times and specific external gates.
- The entrances to the SCC, Assembly Hall, St Martins, Briggs, and Wiles buildings are controlled by the Salto system. Staff may use their ID badges to gain entrance.
- The entrances and all internal doors in the Boarding House are controlled by access codes. The codes are known only to boarders and Boarding House staff.
- All gate and building access codes are reviewed and changed when applicable.

#### **3.2 Visitors**

- All visitors and contractors are required to sign in at the School Office where they are issued with a visitor's badge (on a red lanyard) which must be worn at all times that they are on the School site.
- At the time of signing in, visitors are informed of the School's emergency evacuation procedures and the assembly point. Visitors are also given guidance on the School's safeguarding procedures and specifically what the procedure should be if they have any concerns about pupils or receive a disclosure during their visit.
- Visitors will wait in the School Office until they are collected by the member of staff who will accompany them throughout their visit to the School.
- Staff must ensure that visitors are returned to the School Office so they may sign out and return their badge prior to leaving the site.
- Contractors and staff working on the School site outside of term time must sign in on the visitor's register which is located in the Reception foyer by the School Office. Those contractors who are well known to the School do not need to be accompanied or supervised at all times. Supervision by a member of the maintenance team may be required if contractors are working in close

proximity to any children who may be on the School site for holiday clubs or camps.

- All visitors to the Boarding House must sign in during the normal school day in accordance with the procedures above. Outside the normal school day, visitors to the Boarding House must report to the Housemaster or member of staff on duty immediately upon arrival.

### **3.3 Parents**

- Parents are required to sign-in at the School Office at any time when visiting the School. Parents will be issued with a visitor's badge (on a red lanyard) and should be accompanied at all times by the member of staff they are meeting. They should sign out at the School Office at the end of the visit and return their visitor's badge.
- All parents are reminded of the security strategies in place on a regular basis.
- Parents of boarders must sign-in at the School Office during the normal school day for any visit to the Boarding House. Outside the normal school day, they should sign in with the Housemaster or member of staff on duty on arrival. Parents of boarders are not required to be kept under staff supervision during their visits, unless a court order requires such supervision. Parents of boarders must respect the visiting times as set out by the Housemaster from time to time.
- 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.

### **3.4 Fire Detection & Emergency Evacuation Procedures**

- The master fire alarm panel, showing the location of all alarm call points, is located outside the School Office.
- The School fire detection system is linked to Yeomans and activation of the system will result in key School staff being contacted by auto-dialer. The School operates a calling procedure that enables certain staff to be contacted at various times. This includes the School Office, the Clerk of Works, the School Bursar and residential staff in the Boarding House.
- The School operates at least one full evacuation drill per term for day pupils and, additionally, for the Boarding House to ensure that the procedures are still valid and known to all.
- Further details on the School's emergency evacuation procedures may be found in the *Fire Risk Prevention Policy*.

### **3.5 CCTV**

- The School operates a networked CCTV system, to view and record activity on the School site in order to maintain a safe environment for pupils, staff and

visitors and to protect School property. The CCTV footage is monitored by the School Bursar and Clerk of Works; the ICT team may provide technical support for the system.

- Additionally, there is a closed-circuit camera covering the front pedestrian and vehicle gate which is viewed by the School Office to allow access to visitors during the school day.
- The School recognises that images recorded by CCTV cameras are personal data which must be processed in accordance with applicable Data Protection Legislation as well as the Information Commissioner's Office (ICO) CCTV guidance relating to the use of video surveillance. Further details of how the School manages personal data may be found in the School's *Data Protection and Retention Policy* and the School's *Privacy Notices* which are available on the School's website.
- No images from CCTV cameras will be disclosed to any third party without the express permission from the School Bursar; data will not normally be released unless satisfactory evidence is given that it is lawful to do so, e.g. when it is required under legal proceedings or by court order.
- All CCTV cameras are external to the school buildings apart from the SCC which has cameras in the three reception areas. The School does not record sound or undertake any covert recording.
- Camera locations are chosen in order to minimise viewing of spaces not relevant to the legitimate purpose of the monitoring. As far as practically possible, CCTV cameras will not focus on private residences on site.
- Any review of the CCTV system is done with permission and in the presence of the School Bursar or Clerk of Works. A log of what was reviewed and why and which staff were present for the viewing is recorded and saved on the staff drive.
- Data subjects may make a request for disclosure of their personal information, including CCTV images (a 'subject access request'). This request should be done in accordance with the School's *Data Protection and Retention Policy*.

### **3.6 Intruder Alarms**

- The School operates intruder alarms in the IT Lab and the Workshop. These are activated at all times when the IT Lab and Workshop are locked. The alarms are not networked and signal only to the local area. During term time, the IT Lab and Workshop are locked every evening by the Caretaker and opened in the morning by the cleaning team and Caretaker respectively. Outside of term time, they are both locked and monitored by the maintenance team.

### **3.7 Medical Support**

- There is a School Nurse or Nurse's First Aid Assistant on duty between 0830 and 1800 in the First Aid Room on school days. The School Nurse or Nurse's First Aid Assistant is available to administer first aid or deal with any accidents or emergencies.
- A number of members of staff are trained and qualified as first aiders, including paediatric first aiders for EYFS and Pre-Prep; this list is displayed in the School Office. There are first aid boxes at various points around the School site which are monitored and restocked by the School Nurse.



- Further information on the School's first aid provision may be found in the School's *First Aid Policy*.

### **3.8 Disabled Visitors**

- The school site is fully accessible for disabled visitors. All School buildings are fitted with access ramps and lifts to upper floors, apart from the Boarding House which is currently only accessible via stairs.
- The School has one designated parking space for disabled visitors near to the entrance to the School Office.
- The School recommends all disabled visitors notify the School in advance if they require any special arrangements.

### **3.9 Deliveries**

- Deliveries are discouraged during the school day as much as possible.
- Most of the deliveries that occur during the school day are to the front of the School. For deliveries that must be beyond the barrier, the delivery driver must first register with the School Office and a member of staff will accompany them, open the barrier, and supervise the delivery paying special attention to any pupils in the vicinity.

### **3.10 School Minibuses**

- The School operates two minibuses for pupil transport. They are maintained to a high standard; usage and maintenance is closely monitored by the Clerk of Works. For further information on minibus procedures, please see the School's *Minibus Policy*.

### **3.11 School Office**

- The School Office is staffed between 0800 and 1700 during weekdays in term time.
- A member of the administrative team is on site between 0900 and 1200 during school holidays, apart from Bank Holidays and between Christmas Day and New Years Day, when it is closed.
- The maintenance team are usually on site between 0800 and 1630 during holiday time.

### **3.12 Personal Property**

- Pupils are discouraged from bringing valuable equipment into the School.
- Found property will be kept in the School until claimed. Items not claimed will be disposed of after a period of three months.

- The School will not be held responsible for the loss, theft or damage to property belonging to pupils, staff or visitors.
- Any person using or parking a vehicle on the School premises does so at their own risk. The School shall not be responsible for any damage or injury caused to other vehicles, property therein or thereon, or persons as a result of use or parking of such vehicles on the School premises.

### **3.13 Boarders' Property**

- The School recommends that boarders' valuable property is marked with the pupil's name and declared to the Housemaster on arrival.
- The School will make appropriate arrangements for the safekeeping of pupils' money in the Boarding House safe. Pupils should give any money to the Housemaster or Matron at the earliest opportunity who will keep a written record of deposits, withdrawals and balances.

## **4 Staff Training**

As part of their induction training, staff receive a briefing on security and workplace safety within their first week at the School. Peripatetic Music Teachers are instructed by the Director of Music. This induction briefing includes advice on:

- contents of the Staff Handbook
- fire safety and emergency evacuation procedures
- CCTV location and monitoring procedures
- data protection and retention procedures
- safeguarding the School's property
- challenging any visitors not wearing ID badges
- late and lone working procedures

## **5 Late and Lone Working**

- Members of staff should not stay on the premises after 1800 during the work week, apart from members of the Catering, Housekeeping or Maintenance teams as well as Boarding House staff.
- If a member of staff wishes to work beyond 1800 or outside of term time and when the choristers are in residence, they should let the Housemaster know when they will be on the premises.
- During the School holidays, all members of staff working in School must sign in and out on the register kept in the Reception foyer near the School Office. Members of the Catering, Housekeeping and Maintenance teams should sign in and out respectively in the School kitchen, outside the Head of Housekeeping's office, and in the maintenance Workshop.

- When lone working, staff are instructed to keep their mobile phones on their person to ensure they can call for assistance if required.
- Staff are reminded that any arrangements for on site extra tuition with pupils that fall outside the normal school day must have prior approval from the Head. Further information on the School's safeguarding procedures in relation to working one to one with pupils may be found in the School's *Safeguarding and Child Protection Policy*, and the *Staff Handbook*.

Additional advice on best practice regarding one to one situations with pupils maybe found in *Guidance for safer working practice for those working with children and young people in education settings*.

## 6 Monitoring and Review of Security Strategies

- All Heads of Department should review their internal security measures with their teams regularly and report any deficiencies to the School Bursar.
- The Bursar and Clerk of Works work in close contact monitoring the School security procedures and will flag any issues immediately to the Head.
- This policy and the procedures therein will be reviewed annually, at a minimum, and updated as necessary.

## 7 Version Control

Date of policy adoption	November 2023
Date of last review	November 2023
Date of next review	November 2024
Policy Owner	School Bursar, Clerk of Works
Authorisation	Rev Dr Stephen Cherry, Chair of Governors on behalf of the Board of Governors

## Appendix 1

### Guidelines for Contractors

**Arrival:** All contractors must sign in at the School Office upon arrival. They will be given a Visitor's pass and lanyard, which must be worn at all times while on the School site. A member of the maintenance team will meet and escort the contractor while on site. A safeguarding and emergency evacuation induction will be completed and will remain valid for 12 months, whereupon it will need to be renewed.

**Parking:** Parking can be arranged on the School site. Please arrange this in advance with the maintenance team. The vehicle registration should be provided to the School Office upon arrival. A member of the maintenance team or School Office will provide instructions on where to park.

**Asbestos:** The School site has one area with asbestos present; all information is kept by the Clerk of Works. Any building works near this area are managed with reference to the asbestos present and in conjunction with the Clerk of Works.

**Safety:** Contract personnel must strictly observe all permits to work limitations and abide by recognised codes of good working practice. A safe place of work is always to be maintained in accordance with contemporary regulations and legislation. Full regard must be given to all those who are present on site, including all visitors to the School. The contractor is responsible for keeping their work area secure. Contractors are expected to provide and use all protective clothing and equipment necessary for their activities.

**RAMS:** Risk Assessments and Method Statements (RAMS) must be provided for all large projects prior to any induction or the commencement of works. All operatives must have read and signed the document to agree the safe method in which all works should be carried out. Please ensure employees read and sign this before submitting it to the School.

**Hot Work:** Compressed liquid or gas containers for welding can only be brought on site with the express permission of the Clerk of the Works. Welding or other use of flame and heat is only permitted on submission of a method statement and receipt of a Hot Work Permit, and as a last resort once other non-flammable methods have been exhausted. All permits should allow for at least an hour from the last use of equipment before leaving to ensure all possible heat has dissipated from causing possible ignition.

**Equipment and Tools:** Contractors must provide all equipment necessary to carry out their work; portable tools and lighting should be designed to operate on 110 volt CTE and be in fit condition for use. Contractors will be expected to supply all access equipment for their own use unless specific arrangement has been made to the contrary.

**COSHH:** Under no circumstances will flammable, corrosive, toxic, environmentally or physically damaging materials, gases or liquids be allowed on site unless required for the employed activities. COSHH safety data sheets must be held and made available by the contractor, when requested, prior to commencement of work.

**Smoking, Alcohol and Drugs:** Smoking or vaping are not permitted anywhere within the School site. Contractors and their staff are not allowed on site under the influence of non-prescribed drugs, including alcohol.

**Fire Alarm:** On discovery of a fire you must operate the nearest Fire Alarm call point. In the event of a Fire Alarm sounding (continuous tone) you must evacuate the building immediately by the nearest safe exit and report to the assembly point on front pitch. Please see local Fire Action notices throughout the site.

**Security:** Materials and equipment are brought onto the School site entirely at the contractor's risk. Property of the School may not be removed without permission.

**Incidents:** All incidents, injuries and illnesses must be reported immediately to the Clerk of Works. Contractors are expected to provide their own first aid facilities on site. Any contractor issued with a letter of improvement or prohibition notice by the HSE whilst on site must supply a copy to the Clerk of Works.

**Site Housekeeping:** Access and fire escape routes must always be kept clear and the area of work maintained in a safe and tidy condition. Contractors are responsible for the removal of all debris from site. The provision of cleaning materials and equipment such as dustsheets and vacuum cleaners is entirely the responsibility of the contractor. The site must be left in a clean, tidy, waste free and safe condition at the end of each working day and upon the conclusion of works.

**Access:** Contract personnel must not enter any part of the School site other than those in which they are employed.

**Working Hours:** Unless by prior agreement with the Clerk of Works, working hours will be between 08:30 and 16:30, Monday to Friday, excluding Bank Holidays.

**Conduct:** A high standard of professional conduct is expected while on the School site. Foul and abusive language will not be tolerated, and any transgressor will be asked to leave the site immediately.

**Photography:** Photography is prohibited without the express permission of the Clerk of the Works. Images of pupils is strictly forbidden. Images of the School, including the School logo, are not to be used or reproduced without permission.

Please confirm that you have read and understand the guidelines above:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_