



# **SECURITY, ACCESS CONTROL, WORKPLACE SAFETY AND LONE WORKING POLICY**

## INTRODUCTION

Our policy for the security and workplace safety at Maple Walk School has a primary objective to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can be on school premises safely. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the School and the personal possessions of everyone in our community.

## RESPONSIBILITIES

### **The Head Teacher**

The Head Teacher has overall responsibility for health and safety on site. This includes ensuring there are suitable arrangements in place for security, workplace safety and lone working and monitoring and reviewing these arrangements on a regular basis.

The Head Teacher is locally responsible for the physical security of the buildings, but delegates locking and unlocking external buildings and windows at the start and close of every day and for carrying out regular checks of the site to the NMS Sites Manager and/or other staff.

If the fire and/or security alarms go off outside the hours that the School Office is staffed, then The Keyholding Company will be called automatically. This company has details of whom to call on the Maple Walk and NMS staff lists.

### **The NMS Sites Manager**

The Sites Manager (Mr Dimitrov) is responsible for the physical security of the buildings, for locking and unlocking external buildings and windows at the start and close of every day when present, switching on and off security alarms and for

carrying out regular checks of the site (both when it is occupied and unoccupied). Other staff may be delegated with the task of unlocking/locking premises.

### **School Administration Team**

The School administration team manages the CCTV system from the monitors in the School office.

Our CCTV, Security and Fire Alarms are regularly serviced and maintained and records kept. The fire alarm is linked to a 'Red Care' system, alerting the Fire Brigade in case of activation.

### **IT**

Maple Walk's contracted IT support company, Soft Egg, are responsible for maintaining a safe IT technical infrastructure at the School, whilst reporting to the NMS CEO. Their 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 school computers, printers, copiers, scanners, projectors, screens and other electronic equipment are identified and recorded and a register is maintained of all equipment showing: make, date of purchase, cost and location in the School. The asset register is audited and updated annually.

### **Teaching Staff on Duty**

At least one member of the teaching staff and one other staff member are always present on duty in order to supervise pupils whenever they are in the School outside normal school hours. Pupils are not allowed to be unsupervised on site, and are expected to go home by 5.30pm at the end of after school clubs/care. Any pupil who is not booked into a club/care and has not been collected by 3.45pm will automatically be sent into after school care and parents billed accordingly. Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours.

### RISK ASSESSMENTS

The NMS Sites Manager and Head Teacher have conducted risk assessments on the security and safety of the grounds and all the buildings. A copy of these risk assessments, together with a copy of this policy, is on the School's server. These risk assessments are included on the site Risk Assessment Register.

### VISITORS AND CONTRACTORS

All visitors and contractors for whom we have no safeguarding documentation

are required to sign in at our Reception, show relevant photographic ID if necessary and they are issued with a visitor's badge, which should be worn at all times. They are shown the School's emergency evacuation notice and the way to the assembly point. Visitors and contractors wait in the Reception Area and are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the School and to ensure that they sign out and return their badges on leaving.

There is a separate category of contractor who have provided satisfactory documentation and are known to staff. These trusted and approved contractors are treated as agency or relief staff. They will sign in and out on arrival and departure but do not need to provide ID documentation or wear a visitors badge. The Soft Egg dedicated support person would be an example of this.

When large numbers of visitors are at the School 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.

### **Access Control**

There are two electronic gates at our entrance, which are maintained by West London Security. Visitors have to contact the School Office in order to gain access. Staff can gain access to the grounds via a number keypad. The access number is not given out to non-staff members, unless they are regular contractors (e.g. Waste removal, key holders, West London Security). Access to the School building is via key and fob.

The access number code is changed regularly and at least twice per year or after significant traffic by external contractors who have been given the code.

There is CCTV providing coverage of the external parts of the site. Our CCTV system and cameras are checked regularly to ensure that they continue to provide clear images.

### **Parking Facilities and Deliveries**

There are no parking facilities on site unless for a disabled person. Delivery lorries remain outside the School site, during school hours. Vehicles may be allowed access during school holidays/out of hours, subject to arrangement.

### **School Reception**

The School Reception is manned between 8.00am and 5.30pm during weekdays, term-time only. The master fire alarm panel, showing the location of all alarm call points is physically located next to the entrance at the front of the School. The School undertakes regular fire practices and the Staff discuss measures that have to be taken as a result of the practice. If the fire alarm is activated outside of a predefined drill, the staff have standing instructions to summon the Emergency

Services.

## **Training**

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

- Supervising pupils, where new members of the teaching staff are given training in registration and in the arrangements for supervising pupils. Safeguarding their personal possessions. Safeguarding the School's property. Staff are asked to follow an agreed procedure for taking equipment, such as laptops off the site, and for returning them.
- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Avoiding the build-up of waste to avoid the threat of arson.
- Staff who work with EYFS children receive induction training that covers the needs of our youngest pupils

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 all staff are trained in keeping pupils safe. (See policy on **Safeguarding Induction of new staff**, which includes board members and volunteers)

## **Lone Working**

If a member of staff wishes to work after the normal school closure time when there is no event happening at the School, they must inform the Head Teacher. We recommend that staff leave the School premises with a colleague, particularly during the winter when it is dark. Staff should also liaise with the cleaner who locks the building. Cleaners who work after normal school hours work in pairs and are not permitted to work alone on school premises. During the School holidays there is a phone check-in system in operation to ensure lone workers at Maple Walk regularly make contact with a school colleague or with a colleague at NMS.

## **Pupils**

We use PSHE, outside speakers and class discussions to promote awareness of safety amongst all age groups.

We encourage pupils not to bring large amounts of money or valuables to school. We advise pupils that if they have to bring more money than usual into school because of some planned after school activity, that they can store it securely with the School office. Mobile phones (permitted for Year 6 only) need to be handed in to class teachers or the School office for any other year group.

## PHYSICAL SECURITY MEASURES

### *External doors and windows*

All external doors and windows are fitted with locks.

### *Gates*

There are remotely activated gates.

### *Unsupervised Access by Pupils*

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the staff kitchen, plant rooms, cleaning cupboard. All flammables are kept securely locked in appropriate storage facilities

### *Marking Property*

All IT property is marked clearly as a deterrent to theft. Soft Egg maintains the register of IT equipment.

### *Monitoring*

Physical control measures are regularly maintained and are regularly checked to ensure they are functioning.

- The playgrounds are checked daily to make sure that all the play equipment is safe for the use of children.
- All doors, windows and gates are checked by the Head Teacher, or a senior member of staff when locking up.

Regular checks are made by staff throughout the day to ensure that restricted areas remain secured.

Claire Murdoch

Head Teacher

August 2023

Review approved by Deborah Livsey CEO

New Model School Company Limited

August 2023

Next review date: August 2024