Myddelton College

Denbigh, Denbighshire, LL16 3EN

Site Security Policy

Statement of Security Policy
This policy ensures that plans and procedures at Myddelton College enable the College to meet the standards of individual and collective personal security that are required by regulation, in particular the Health and Safety at Work Act 1974 et seq, the Management of Health and Safety at Work Regulations 1998, the Minimum Boarding Standards Regulations (as published by CSSIW) and the Regulatory Requirements of Independent Schools, as published from time to time ESTYN. The Quality of Pastoral Care, and the Welfare, Health and Safety of Pupils is affected by the security posture and attitudes within the school of both staff and pupils, as well as by physical features such as locks and lighting.

Communication
This policy is communicated to all staff with the Staff handbook, and available to all staff on the College network. Security is included as a subject to be covered by the Health and Safety Committee, and Security will always be a Standing Agenda Item at the termly Health and Safety Committee Meetings.

Statement
The Board of Myddelton College recognise that just as the school has a duty to maintain the health and safety of staff, pupils, parents, and visitors, they have an equal duty to maintain their personal security. Myddelton College is a partially open site, but only those who have business at the school are entitled to be within the grounds. Vehicular access is physically prohibited at times by locking of gates. Buildings will be kept locked when they are unmanned. No pupils will be in any building without staff present. Pupils are always under some form of supervision; direct in most instances inside curriculum time, but loose supervision is the norm at other times No visitor or contractor may remain unescorted unless they have been signed in at Reception and a member of staff has taken personal responsibility for their actions whilst on school grounds.

Statement of Boarding Security
The Boarding Houses maintain their integrity by being accessible only by those who have right of access and are in possession of the appropriate digital lock codes. No one else is permitted within the boarding areas unless they are escorted by an appropriate member of staff.

Funding

The College will ensure that funding is made available when security issues that are brought before them are deemed by them to warrant suitable expenditure.

CCTV

CCTV is used within communal areas of boarding accommodation, common rooms and key external areas

Reporting

Security issues will be included in health and safety reports to the Governing Body.

Duties of Staff

The Headmaster

The Headmaster is ultimately responsible for the implementation and operation of the Security Policy. He will:

- Ensure that all staff appreciates the importance of security, and understand the Policy Statements above. He will ensure that the Senior Management Team's deliberations on the routines and procedures that are to be followed in the school are appropriately promulgated and maintained
- Ensure that all staff accept their own responsibility
- Ensure that staff are made available for appropriate security training
- Ensure that parents are aware of the security posture of the school and that they are encouraged to play their part in its maintenance
- Ensure that advice and co-operation is obtained from the police
- Ensure that there is a procedure for contacting the police routinely, and in an emergency, and that staff are aware of it
- Ensure that there is a security incident reporting procedure within the school to him, and that all crimes are reported to the police and an appropriate crime number is obtained
- Ensure that the College Board review reported incidents so that any trends may be spotted and acted upon.

The Estates Manager The Estates

Manager will:

- Review the security risk assessment annually
- Ensure that there are periodic security inspections of the school. These may be combined with health and safety inspections
- Ensure changes in security are reported to the school's insurance brokers, and seek advice from them should any sizeable investment in security be considered
- Ensure that security is considered as a part of the overall risk management strategy of the school
- Ensure that security forms part of the induction of all new staff
- Ensure that all parties using school premises or facilities are aware of the policy and what is required of them.

All staff, pupils, and parents

As part of the schools security posture it must be recognised that good security involves everyone. This includes awareness of whether something feels wrong, and reporting suspicions accordingly, challenging unknown persons in the grounds as to their business, and reporting

instances of physical breaches of security, such as gates being unlocked when they should be locked, and doors left open. Security also includes the safeguarding of information that should remain confidential to the school.

Day to Day Security Posture

The school routines that have been developed by the Senior Management Team and that are used throughout the school have been designed to maintain a suitable security posture at all times be it in the school day, out of school hours, or in the holidays. They take account of the Security Risk Assessment and are reviewed as the Senior Management Team deems necessary. They take account of the physical features of the school, the staff/pupil ratio, and the programmes for each Year group, and climatic and seasonal factors. Security features as a standing agenda item at the Health and Safety Committee meetings, and any member of staff may ask their representative at this Committee to raise their concerns if necessary.

September 2015

Next review date September 2022

Version Control:

Version	Status	Author	Date	Comments
1	Initial Draft	AJH	Sept 2015	Initial draft for discussion
2	Review	AJA	Jan 2020	
3	Review	AJA	Sept 2021	
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