



# Myddelton College

## Site Security Policy

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**Department for Education: Site Security Guidance**  
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## 1. Points to consider

Is your perimeter secure?

Is your external environment secure?

Are your buildings secure?

Are your contents secure?

Do you have a security lockdown procedure?

Have you taken steps to advise older students about counter terrorism?

School security is ever changing and needs to be kept under constant review, with vulnerable areas identified and remedial actions implemented to address them.

No two schools are identical and the design of the buildings and the layout of the site will differ from school to school. However, many of the issues revolving around security are generic.

## Statement of Site Safety Policy

This policy ensures that plans and procedures at Myddelton College enable the School 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 by ESTYN.

The Quality of Pastoral Care, and the Welfare, Health and Safety of Pupils are affected by the security posture and attitudes within the school of both staff and pupils, as well as by physical features.

**The central aim of this Policy is to keep all our staff and pupils safe.**

### 1. Perimeter security

The campus comprises:

- Outer boundary – the outer core, which includes 40 acres of fields, used largely as playing fields; the boundary is recognised as fences, hedges and gates, viewed from the front of school which faces west, south and east. To the north is a high wall separating school and town.
- Inner boundary – the inner core, which is the built area of the campus, is surrounded by peripheral walls and fencing, and gates.

The school is able to secure the inner core satisfactorily:

- a. Walls are high and buildings have appropriate security to stop unauthorised entry.
- b. New fencing with gates restricts passage into the inner core area of the school; there are appropriate notices on gates to ensure 'outsiders' know the start of PRIVATE PROPERTY, with other notices to explain how authorised access may be gained.

Gates are the same height as the fencing, and are locked at night and at the weekends to stop unauthorised access to the inner core.

Measures are in place to ensure only authorised entry and immediate emergency entry to the inner core are possible.

Gates are locked at night and at the weekend by the caretaker, when there is no need to enter the inner core from outside.

- c. At night, and at the weekend, the school's main building is locked although authorised staff with pupils can access the building. This allows, for example, controlled access to the dining hall, art and design, music and library.
- d. The boarding Houses can be accessed by residents and there are procedures in place to ensure that visitors to these buildings are authorised and signed in.
- e. The Sports Hall and playing fields are used by staff and authorised pupils in the evenings and at weekends.

Should someone who is not authorised to enter the inner core be seen by duty and resident staff, and pupils, a member of staff will challenge the person and seek 'back-up' immediately.

## **1. External environment security**

### **Main site entrance drive**

- a. The main vehicle and pedestrian entrance and exit drive leads into the inner core; the school's main entrance is signed and easily identified. There are clear directional signs indicating its location to visitors.
- b. There is car parking to the north of the main building and there are reserved places for visitors next to Reception.
- c. Immediately inside the main door is the school office/reception; most staff and pupils use this entrance wearing lanyards, and pass the duty pastoral officer as they enter the main building through the key coded door; verification.
- d. Visitors enter Reception to 'sign in' electronically having first read the school's visitors' safeguarding notice. Once this is done, they receive a pass and lanyard to wear as an authorised visitor. They await their responsible host who will take them to their destination via the school's inner doors which incorporate a key pad / or remote lock release, as well as the School Receptionist's visual check.
- e. Visitors leave the building, signing out and returning their numbered pass and lanyard in Reception before leaving via the main door.
- f. Four other secondary access points into the school's buildings, which include the Prep School children's entrance, the east side door into the School Hall, the north door and the south terrace door, all key coded entrances, remain closed once the school day starts; they can be opened from inside to allow staff and pupils to exit as required.
- g. Deliveries or other specific needs report to Reception.
- h. Boarding Houses remain locked during the school day.
- i. The sports hall is opened and closed by PE and games' teachers.

### **Second Entrance/Exit Drive**

Pedestrians and vehicles can enter the outer core of the site here; there are clearly marked pedestrian routes in areas where vehicles pass and some park. This secondary access drive leads onto the outer core of the campus - sports hall and playing fields, and allows pupils, parents and vehicles access and parking spaces.

Car parking has been laid out in the area adjacent to buildings and in the Sports Hall car park. This access drive can be closed to vehicles and pedestrians during the working day; however, it cannot be locked in case emergency vehicles need to enter via this route.

School maintenance vehicles adhere to the campus speed restriction.

Security lighting ensures main footpaths around the perimeter of school buildings, to include Houses, are lit from dusk to dawn with entrance doors highlighted. Lighting has been installed to eliminate potential hiding points.

Car parking areas are lit when darkness starts to fall.

## **2. Building security**

Windows and doors are checked to ensure that locking mechanisms are in working order. Fire exit doors are checked to ensure external door furniture does not block them. Steps are taken to prevent access to roof areas.

The main areas for coverage of CCTV are entrances, drives, main footpaths and external areas around boarding Houses. Fittings are positioned out of reach. External lighting supports the operation of CCTV and is not restricted by trees and shrubs.

The control centre is located in the Estates Manager's office; key members of staff have access to the system on their mobile phones to include the Headmaster and Head of Boarding).

## **3. Contents security**

An inventory of the most valuable equipment is kept with photographs, serial numbers and identification marks. Computers and other equipment are vulnerable to theft. Laptops are not left in classrooms unattended.

Appropriately worded signs are displayed indicating opening times and directing visitors to the school office/reception. Warning signs are posted regarding the presence of an alarm system and CCTV; private property notices are posted.

To promote the safeguarding of staff and pupils, and to protect contents, visitors must check-in on arrival at Reception. They may not wander about the school unaccompanied. Identification provided by local authorities, utilities or other organisations is not accepted as an alternative to the school's own system of signing-in and displaying an authorised Myddelton College visitors' badge.

Every visitor, including school Governors, must initially report to the school office/Reception, where the purpose of their visit can be established prior to them signing in and being issued with a visitor's badge, valid only on the day of issue.

Staff wear ID badges. Anyone not wearing a badge should be challenged by staff and pupils alike; this is a shared responsibility. If someone is seen without a badge, they should be reported to a member of staff immediately who must accompany them to Reception. Good access control is essential both to safeguard our pupils and ensure the security of property.

Pupils are advised to consider with their parents matters relating to insurance of personal belongings brought onto the School site.

#### 4. School Security Lockdown

**The Headmaster, Deputies or DSL are responsible for judging the level of response required.**

**The requirement for a security lockdown may result from a reported incident in the local community or on site which could pose an immediate or potential physical risk to pupils and staff.**

(Equally, an environmental issue such as air pollution, fire or a chemical incident may also require a similar response.)

In the event of a risk from an intruder or if a security warning is received, the decision will be taken for the school to go into a full lockdown mode as follows:

- closing the school and activating the school's Security Lockdown Plan,
- sounding the school's alarms,
- ensuring all pupils are brought into school quickly – (sent/escorted to their designated classrooms and accounted for using the register),
- absentees' names sent to the CONTROL POINT: Headmaster's office,
- securing the premises, locking all doors, and windows,
- call 999 if not already in contact with the Police,

(Visitors should be: asked to stay in School, not leave;

taken to the Myddelton Room;

asked to remain quiet, turn phones to silent and stay out of sight.)

- once all students are accounted for in their classrooms, classroom doors should be locked and children asked to sit quietly away from sight,
- if told there is danger of explosion, ensure that all blinds and curtains are closed and turn off all lights,
- turn mobile phones to silent and ask everyone to remain quiet,
- the agreed method of communication is by email from the Headmaster.

The school will remain in a state of lockdown until the Headmaster, a Deputy or DSL, or the emergency services confirm that lockdown has been lifted.

#### 5. Informing Year 11 and Sixth Form pupils about Counter-Terrorism threats

To raise awareness amongst senior pupils about counter-terrorism, the topic will be introduced as a PSHE topic for pupils in Years 11- 13 inclusive.

##### **Specific responsibilities:**

- a. Health and Safety Committee:** security is included as a subject covered by the Health and Safety

Committee, and is a Standing Agenda Item at Health and Safety Committee Meetings. The Headmaster and Estates Manager ensure any security concerns are raised at this forum.

**b. Head of Boarding:** 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. The Head of Boarding ensures robust protocols are in place for parents' and visitors' unexpected arrival during evenings and at weekends to the Boarding Houses.

**c. The Headmaster and SLT are:** ultimately responsible for the operation of the Security Policy and will

- Ensure staff are informed of the importance of security, report concerns and incidents efficiently, and support fully the Policy Statement above.
- Ensure all staff accept responsibility for the security of their own property brought onto site.
- Ensure parents and pupils are informed annually about security lockdown practices.
- Ensure a procedure exists for contacting the Police in an emergency, and that staff are aware of this.
- Ensure all security incidents are reported to him, and all crimes are reported to the Police.

**d. 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.

**e. Staff, pupils, and parents must:** ensure the School's security involves everyone being involved, informed and aware.

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 any 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.