



ST PAUL'S SCHOOL
Est. 1509

Security, Access Control, Workplace Safety and Lone Working Policy

Author/reviewer responsible:	Director of Ops	ISI DOC CODE:	A6/B7
Reviewed by:	Core Strategy Group	Date of last review:	06/23
Authorised by resolution of:	H&S Committee	Date of authorisation:	11/23
Applicable:	SPS & SPJ	Date of next review:	07/25

This policy is available on the Handbook page of the School Intranet and can be made available in large print or other accessible format if required; such requests can be made by email to policyquery@stpaulsschool.org.uk.

INTRODUCTION

The policy for the security and workplace safety at St Paul's School and St Paul's Juniors is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go. 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 High Master

The Governing Body has delegated day-to-day running of the School, including the management of health and safety on site, to the High Master. This includes ensuring there are suitable arrangements in place for security, workplace safety and monitoring and reviewing these arrangements on a regular basis.

The Director of Operations

The Director of Operations, in conjunction with the Facilities and Estates Managers, 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, setting and unsetting security alarms and for carrying out regular checks of the site (both when it is occupied and unoccupied). The Operations Team (including the Porters) manages the CCTV system from the monitors in Reception. The Head Porter ensures that at least one member of the Porters team is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. A Porter always remains on duty (as opposed to on call). The Duty Porter carries a school radio and/or mobile phone whilst working. That number is made available to all members of staff to use if they need assistance. There is always a Night Watchman on security throughout the night. A checklist is used to assist with the daily locking and unlocking procedure. A member of the Estates Team is always on call to cover unforeseen circumstances that might arise with the physical integrity of the school. A Porter will summon the Emergency Services, if the security or fire alarms are activated outside the hours that the School Office is staffed, (unless he is pre-warned of a planned fire practice). Telephone numbers are:

On Call Porter: 07795 678530

Night Watchman: 07795 678531

The IT Manager

The IT Manager and his team are responsible for maintaining a safe IT technical infrastructure at the school. 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 marked, and a register is maintained of all equipment showing: make, date of purchase, cost and location in the school.

Staff on Duty

At least one member of staff is always present on duty, on site, in order to supervise pupils whenever they are in the school outside normal school hours. School Reception is manned by School Porters during the following times:

- Monday to Friday from 7am until 7pm
- Saturday during term time from 8am until 3pm
- Saturday outside of term time from 8am until midday

Outside of these times they hand over to the Security Guard / Night Watchman. Pupils are not allowed to be unsupervised on site, and are expected to go home/to their boarding house by 10.00pm at the latest (9.30pm for 4th and 5th Form boarders). Arrangements are made to ensure pupils are supervised during specifically programmed extracurricular activities such as play and concert rehearsals, or other events that bring small groups into school out of hours. Staff are on duty in the boarding house in the evenings and at weekends. Pupils are able to call on a member of staff at any time if necessary.

RISK ASSESSMENTS

The Director of Operations, Estates Manager and Grounds Manager have conducted risk assessments on the security and safety of the grounds and all the buildings. The Director of Operations also completed a Security Review and Risk Register in November 2018, followed by an external Security Review, conducted in Spring 2023. A copy of these risk assessments, together with a copy of this policy is in the staff section of the school's intranet.

VISITORS AND CONTRACTORS

Unless attending a major school event such as a play or sports fixture, which will have their own arrangements, all visitors and contractors are required to sign in at St Paul's Reception or St Paul's Juniors' School Office, where 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. There is a separate policy for safeguarding measures to be put in place for contractors etc. (entitled "Contractors, Agency Staff & Freelance Workers – Safeguarding policy"). 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.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, an announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to our risk assessment policy.

ACCESS CONTROL

Vehicular access to the school is limited to the front gates, which is controlled by a security barrier manned by a member of the Porters Department during the day. At night, access is restricted (the main gate shuts at 23:00 and opens at 05:00), but members of staff with the appropriate fob are able to raise the barrier.

All buildings require an ID badge or fob access for entry. Staff are provided with an ID badge and fob upon joining the school, which provides entry to all buildings between 05:00 and 23:00. Access to the Boarding House, Swimming Pool Boat House is restricted to authorised staff members.

Classrooms and non-teaching staff rooms will normally always be lockable. Staff members who teach in those rooms and their line managers will have keys. Security and other authorised staff will have master keys and will have access to all rooms.

Pedestrian access at St Hilda's gate is controlled through the ID badge and is open between 05:00 and 23:00 for staff Monday-Sunday and between 07:00-09:15 and 15:40 to 18:00 for pupils (and is covered by CCTV) Monday to Saturday or whichever days the school is accessible to pupils.

Access to the Hammersmith Bridge gate is also controlled by the ID badge and can be accessed Monday-Friday between 07:00-09:15 and 15:40-22:30 for staff and 07:00-09:15 and 15:40-18:00 for pupils.

St Hilda's Gate and Hammersmith Bridge are both monitored by security during the hours when are accessible to pupils and are routinely monitored throughout the day. Access times for staff and students are constantly monitored and may change as and when required, with any changes such as Christmas shutdowns communicated to all staff.

Parking Facilities and Deliveries

There are clear signs directing visitors to our visitors' car park and there are a restricted number of reserved parking spaces outside the St Paul's reception which can be used by invitation only or by disabled visitors. There are warning signs restricting speed to 10mph, and speed humps to restrict speed. We require all delivery lorries to be fitted with audible reversing alarms, and must be accompanied by a Banksman. The Catering Manager has instructed our regular suppliers to make all food deliveries before 8.00am.

Reception

St Paul's Reception is manned between 7.30am and 7.00pm during weekdays throughout the year, and St Paul's Juniors' School Office during term time only. The master fire alarm panel, showing the location of all alarm call points, and the security alarm panel is physically located in Reception with the sub master located in St Paul's Juniors. The only fire alarms not linked to a panel is that for the temporary Atrium, West House and River Block. In the event that these are activated, an SMS message is sent automatically to the Head and Duty Porters. Various members of the Core Strategy Group and Operations/Estates team are given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Emergency Services. The porters have a monitor covering the CCTVs located at the front door and the vehicle and pedestrian gates, so that they are visible to the Porter on duty; but not to passers-by.

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 and boarding staff are given training in registration, 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.
- Arrangements for late and lone working.
- Appropriate e-safety measures.

The briefing also covers:

- The location of the school's CCTV cameras in the high risk areas of the school, together with the school's monitoring procedures.
- 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 academic, medical and boarding staff are trained in keeping pupils safe. (See policy on Induction of new staff in Child Protection).

More detailed and specific training is given to the Portering team and to the staff who work in Reception.

Lone Working

If a member of staff wishes to work after 11.00pm, the normal school closure time when there is no function, they must arrange to do so in advance with the Night Watchman by email (porters@StPaulsSchool.org.uk), who will lock the rest of the school. The member of staff must notify the Night Watchman when leaving the building. Further details on arrangements are at Annex A.

Pupils

We use PSHE and tutor discussions to promote awareness of safety amongst all age groups. This includes advice on:

- Travelling on foot
- Using public transport
- Safeguarding mobile phones and other personal possessions.

This programme continues in higher years and is linked with our PSHE programmes on anti-bullying and the safe use of ICT, mobile phones and other electronic devices. Every pupil is given a locker for the secure storage of his or her personal possessions. Our boarding houses are only accessible by boarders and house staff, via a fob-lock system, and boarders have lockable drawers in their rooms as well as the option to store valuables in the house safe. We encourage pupils not to bring large amounts of money or valuables to school.

Boarding Pupils

From 4.15pm, all boarding pupils fall under the supervision of the Boarding staff. Key boarding-specific risks are assessed in the Boarding Risk Assessment and Supervision of Boarders Risk Assessment.

All boarders are expected at dinner at 6pm, followed by prep at 6.30pm. Boarders may leave their boarding houses and school site between 4.15pm and 6pm; and again after prep finishes at 8.30pm, but are expected back by 10.00pm at the latest (9.30pm for 4th and 5th Form boarders). Any movement around the school site, or off the school site, is strictly in accordance with the Boarding Rules and therefore fully supervised by the Boarding Staff, as per the Boarding Risk Assessment and Supervision of Boarders Risk Assessment. On Friday and Saturday nights, boarders must return by 11.00pm (10pm for 4th and 5th Form boarders; 10.30pm for 6th Form boarders).

During their free time boarders have access to certain of the School's facilities. At times when this is outside the normal operating hours of those facilities, supervision is provided by the Boarding Staff, as per the Boarding Risk Assessment and Supervision of Boarders Risk Assessment.

Our Security staff carry out regular patrols of the school throughout the night. The School is also committed to responding to all incidents and emergencies immediately, with particular concern for the safety of its staff, pupils and visitors within boarding.

The processes through which these policies and procedures are implemented include:

- Regular emergency evacuation drills
- Regular maintenance checks within the boarding houses
- Provision of an external security system in the boarding houses
- Provision of an automatic fire detection system in the boarding houses
- Regular audit of the safety and security systems within the boarding houses
- Daily cleaning of boarding facilities.

Use of School Facilities by Members of the Local Community

Local groups use our sports, music and drama facilities outside school hours, at weekends and in the holidays. We regulate their use by hire agreements that cover practical matters such as: hours of usage, rent, insurance and security. A member of our Security team is always on site when outside groups are present. When fire alarm sounders are silenced for events, the night watchman must remain in the porters lodge to monitor the alarm panel. When the night watchman conducts internal patrols, they are done at irregular intervals until 06:00hrs.

PHYSICAL SECURITY MEASURES

External doors and windows

All external doors and windows are fitted with locks. All external doors to buildings are fitted with fob-operated security locks, which are always in operation, unless specified by the High Master (for

example, the old Reception).

Security Alarms

External doors in all buildings are linked to the security alarm system. The alarms are regularly maintained and conforms to British standards and is operated in accordance with the recommended code of practice. All external doors are also fitted with fob operated codes which are always in operation.

Gates

There are gates at the vehicle and main pedestrian entrances (Lonsdale Road. St Hilda's Gate and Hammersmith Bridge Gate are controlled by fob access.

Boarding Houses

To facilitate the requirements regarding authorised access, each boarding house is fitted with an electronic access control system, known as C Cure. Each person with authorised access will be issued with a C Cure device, known as a fob. This fob will only be programmed to allow access into boarding facilities if a person is authorised to do so.

There are intruder alarm on the doors to the boarding houses so that anyone entering or leaving overnight would set off the alarm, alerting the Duty Master.

Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories and stores, the engineering and technology wing, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering and Cleaning areas of the school.

Security of Electronic Property

Notices are displayed in the IT suites advising that all computers are password protected and cannot be activated without a recognised login and password. Server rooms and other computer stores are kept locked at all times when not in use.

Marking Property

All valuable IT property is marked clearly as a deterrent to theft. A register of non-electronic valuables is maintained by the Head Porter. The IT Manager maintains the register of electronic equipment. Both registers are reviewed annually.

Security Lights

We use security lights to protect the outside of our buildings. They are fitted to the pathways around each building and connecting with the pedestrian entrances and the car parks.

CCTV

The School has CCTV cameras covering the main entrance used by visitors, the pedestrian and vehicle gates, and the entrances to all other school buildings and boarding houses. We operate a

CCTV system for the prevention and detection of crime and for the protection of pupils, staff and visitors and have identified and documented the potential impact on individuals' privacy in line with guidance from the Information Commissioner's Officer (ICO). We review our use of CCTV, and display signs at our entrances, warning of its usage. Our main monitors are in Reception, and the Porters' Security Lodge to which access is restricted. Our CCTV system is serviced annually and cameras are checked regularly to ensure that they continue to provide clear images.

Further information about the use of CCTV can be found in our Data Protection Policy.

Monitoring

Physical control measures are regularly maintained and are regularly checked to ensure they are functioning. All doors, windows and gates are checked by the Night Watchman when locking up. Regular checks are made by the Porters throughout the day to ensure that restricted areas remain secured.

LONE WORKING ARRANGEMENTS

Access to the General Teaching Block (GTB), Old Science Block (OSB)* New Science Building and Junior School

*Includes Milton Building, Drama Centre and Wathen Hall. Separate access arrangements apply to the Sports Complex and Boat House.

Term Time

GTB & OSB

All Week	05.30 - 23.00	External doors unlocked, building accessible (some doors via fob only).
	23.00 - 05.30	Accessible only with a fob and only using the side door by the main door to the atrium from Founder's Court – all other points of entry will be locked.

NEW SCIENCE BUILDING

Mon-Fri	05.30-23.00	External and internal link doors unlocked, building accessible via swipe/fob.
Saturday	05.30-23.00	External doors unlocked (link doors locked), building accessible via swipe/fob. GTB & OSB accessible via link door thumb-turn – please lock again on return to science.
Sunday	05.30-23.00	Access only with a swipe card and only via the entrance opposite Reception.
All Week	23.00-5.30	Building locked, intruder alarm activated; access only available in an emergency, and only via Night Watchman in Porters' Lodge.

School Holidays

GTB, OSB & SCIENCE BUILDING

Mon-Fri	07.30-19.30	External doors and internal link doors unlocked, building accessible (some doors via fob/swipe only).
	19.30-07.30	GTB, Ichthys and Science locked, intruder alarm activated in Science; access only available in an emergency, and only via duty porter.
	19.30 Fri – 07.30 Mon	GTB, Ichthys and Science locked, intruder alarm activated in Science; access only available in an emergency, and only via duty porter.

Term Time/Holiday transition period

During the 5 working days before the start and after the end of each term, as well as shorter remedies (October half-term, February half-term): access as for **School Holidays** above, with extended fob access to GTB available via the side door by the main door to the atrium from Founder's Court and swipe card access to Science only via the door opposite Reception, from 19.30-23.00, Mon-Fri. **The Lone Working Procedure above applies during these times.**

NB Special arrangements will apply for school activities or use by a third party of school facilities which coincide with times when access would normally be restricted, e.g. assembling boys for a school trip or fixture, musical or dramatic performance or rehearsal. The member of staff overseeing the activity or event should contact the porters at least one week in advance to arrange such access, stating start and finish times and the locations where access is required.

Christmas Holiday Shutdown: during the Christmas Holiday shutdown, the school will be shut to all non-resident staff. All doors locked.

Main School Gates will be shut, but accessible to enter via fob and leave via vehicle sensor between 23.00 and 05.00 throughout the year, including the Christmas Holiday shutdown period.