



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

## INTRODUCTION

Our policy for the security and workplace safety at Faraday School has as 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.

### **Our landlords, Urban Space Management – TBW (USM)**

Our landlords, Urban Space Management – TBW (USM), hold an extra set of keys and monitor security at weekends and during holiday periods. The School site is located at Trinity Buoy Wharf, which is monitored via CCTV 24-hours a day and has gates security

Monday-Friday during school hours. USM will summon the Emergency Services, if the fire alarms go off outside the hours that the School Office is staffed, unless they are pre-warned of a planned fire practice.

### **The NMS Sites Manager**

The NMS 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

Faraday'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 staff is on duty in order to supervise pupils whenever they are in the School outside normal school hours and there will always be one other staff member present. Pupils are not allowed to be unsupervised on site, and are expected to go home by 5.30pm at the end of after-school 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 contractors also sign in and out on arrival and departure, but do not need to show ID documentation or wear a visitor's badge. The Soft Egg dedicated support person would be an example of this category. 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 is a guarded entry system at the entrance to the wharf during school hours, which is maintained by our landlords' security team. The electronic pedestrian gate to the side of the School is locked at all times and accessible only to those who have a fob. Visitors have to contact the School Office in order to gain access.

### **CCTV**

There is a video entry system at the School front door with access control operated in the School Reception office.

### **Parking Facilities and Deliveries**

There are limited facilities for able-bodied visitors to park on site and at all times are under the discretion of our Landlords' security team.

There are warning signs restricting speed to 10mph. Delivery lorries are directed by our Landlord's site security and only deliver outside of our school boundary.

### **School Administration office**

The School office 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. It is tested weekly. The

staff are given advance warning of fire practices. If either alarm goes off for any other reason, 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 for New Staff**, this also 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 taking place 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 cleaners who lock 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 Faraday 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. The cost of lunches is paid directly to the catering company. We advise pupils that if they have to bring more money than usual into school, say because of some planned after

school activity, that they can store it securely with the School Administration office. Mobile phones (Year 6 only) need to be handed in to class teachers or directly to the School office where they can be collected at the end of the day.

## PHYSICAL SECURITY MEASURES

### External doors and windows

All external doors and windows are fitted with locks. All external doors to buildings are fitted with security locks, which are always in operation.

## GATES

There is an electronic entry system on the gate to the School yard.

### Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the rear fire escape, staff kitchen, plant rooms and cleaning cupboards. All flammables are kept securely locked in appropriate storage facilities. (See the separate section above "Teachers on Duty" on the supervision of pupils).

## MARKING PROPERTY

All IT property is marked clearly as a deterrent to theft. equipment. An inventory of all valuable and electronic property is maintained by NMS Head Office. An inventory of electronic devices is also maintained by Soft Egg and checked regularly.

Inventories are reviewed annually.

## 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.

Lucas Motion

Head Teacher

September 2023

Review approved by Deborah Livsey CEO

New Model School Company Limited

September 2023

Next review date: August 2024