



**WALTHAMSTOW HALL**  
SEVENOAKS

**Security, Access Control, Workplace Safety and Lone Working Policy**

**INTRODUCTION**

Our policy for the security and workplace safety at Walthamstow Hall School 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 Bursar**

The Bursar is responsible 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 Bursar/Caretakers**

The Caretakers are responsible for the physical security of the buildings, for locking and unlocking external buildings and windows at the start and close of every day, switching on and off security alarms and for carrying out regular checks of the site (both when it is occupied and unoccupied). The Bursar ensures that at least one Caretaker is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. A Caretaker always remains on duty (as opposed to on call) until they have checked that the buildings are locked and empty. The duty Caretaker carries a School mobile phone whilst working or on call. That number is made available to all members of staff to use if they need assistance. A checklist is used to assist with the daily locking and unlocking procedure.

A Caretaker will summon the Emergency Services, if the security or fire alarms go off outside the hours that the School Office is staffed (unless they are pre-warned of a planned fire practice).

**The Estates Manager**

The Estates Manager manages the CCTV system on the Senior School site available on the School Network. The Estates Manager ensures that at least one member of the Maintenance Staff is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays.

**The IT Network Manager**

The IT Network Manager and 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 etched with the School's name

and a PARAGO sticker, and an asset register is maintained of all equipment showing: make, date of purchase, cost and location in the School on the PARAGO software. The asset register is audited and updated annually.

### **Teaching Staff on Duty**

At least one member of the teaching staff is 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 6.00pm (at Senior School site only, 5.00pm on a Friday). 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. In addition, a nominated member of the Senior Management Group is also available outside of working hours.

### **RISK ASSESSMENTS**

The Estates Manager has 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 in the Estates Manager's office/ Maintenance Department. These risk assessments are included on the site Risk Assessment Register.

### **VISITORS AND CONTRACTORS**

All visitors and contractors are required to sign in at our Receptions, where they are issued with a red visitor's badge and lanyard, which should be worn at all times. Reception staff should also confirm the identification of all visitors. They are shown the School's emergency evacuation notice and the way to the assembly point. Visitors and contractors are to wait in the Reception Area and should be 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. Regular contractors who have provided DBS details to the Estates Manager/Bursar are provided with a Green Contractors' lanyard and badge and do not need to be escorted around the site.

The special arrangements for our Early Years Department are described at the end of this document. Otherwise, this policy applies throughout Walthamstow Hall School.

When large numbers of visitors are at the School for open days, plays, concerts, exhibitions and other events, a brief announcement is to be 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**

At the Junior School site there are electronic gates at all entrances, which are linked to the Junior School Office. The passcode protected/electronic pedestrian gates are unlocked during the arrival and departure times during the School day; but are locked the rest of the day and overnight when visitors have to contact the School Office in order to gain access. The entrances to the Early Years Department are always locked when EYFS children are in School. At the Senior School site all buildings are controlled by electronic access control devices. The gates at EBH are routinely locked out of hours and the main gate and exit barrier are locked as required or as directed.

## **Parking Facilities and Deliveries**

There are limited facilities for able-bodied visitors to park on site.

There are warning signs restricting speed to 5mph, and speed humps to restrict speed. We require all delivery lorries to be fitted with audible reversing alarms, and our Catering Manager has instructed regular suppliers to make all food deliveries before 8.00am where possible. Deliveries are not permitted between the hours of 8.00am and 8.45am, which are times of high pupil movement. At both sites deliveries are made to areas not used by pupils.

## **Reception**

The School Reception is manned between 8.15am and 4.15pm during weekdays throughout the year in term-time. During School holiday periods all visitors and deliveries are directed to the Bursary which is manned between 8.15am and 5.30pm during weekdays throughout half terms and holidays. The master fire alarm panel, showing the location of all alarm call points is physically located in the School Office.

## **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, in the arrangements for supervising pupils.
- Safeguarding their personal possessions. Every member of staff is given his or her own locker for storing valuables where available.
- 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
- Staff who work in the Early Years Department or with EYFS children receive induction training that covers the needs of our youngest pupils.

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 and medical staff are trained in keeping pupils safe.

More detailed and specific training is given to the Caretaking teams and to the staff who work in Reception.

## **Lone Working**

We do not permit lone working and insist that a Caretaker is on site for as long as the member of staff is there, the building being closed after 6.00pm. A Risk Assessment for Caretakers undertaking lone working has been produced which has identified generic risks; Caretakers should undertake a dynamic risk assessment as they undertake any lone working.

## **Pupils**

We use PSHEE and discussions to promote awareness of safety amongst all age groups. A programme of safety discussions for our Year 7s covers:

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

This programme continues in higher years and is linked with our PSHEE 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 their personal possessions. 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 in the Bursary.

## **Use of School Facilities by Members of the Local Community**

Local community groups use our sports, drama and other 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 Caretaking team is always available, or on call, when outside groups are present.

## **PHYSICAL SECURITY MEASURES**

### **External doors and windows**

All external doors and windows are fitted with locks. The windows that give access to the IT suites at ground floor level and to other areas containing valuable equipment are fitted with grilles and blinds, which are closed every evening. All external doors to buildings are fitted with code-operated security locks, which are always in operation. Doors should not be left open or “on the latch” as this could allow an intruder to enter the School.

### **Security Alarms**

A number of doors are linked to the security alarm systems. The alarms are regularly maintained and conform to British standards and are operated in accordance with the recommended code of practice. All external doors are also fitted with keypad codes which are always in operation.

### **Gates**

There are electronic gates at the vehicle and main pedestrian entrances at the Junior School site (see above). The Senior School exit gates remain open but all other side gates are secured at night.

### **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, the design technology rooms, 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 Caretaking areas of the School. (See our separate policy on the supervision of pupils).

## **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.

## **Marking Property**

All valuable and electronic property is marked clearly as a deterrent to theft and recorded on PARAGO. An asset register is maintained by the Finance Manager. The IT Network Manager maintains a 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 every external door and pathway around each building and connecting with the pedestrian entrance and the car parks.

## **CCTV**

At the Senior School site, we have CCTV cameras covering the main entrance used by visitors, the pedestrian and vehicle gates.

We have notified the Information Commissioner that Walthamstow Hall operates a CCTV system for the prevention and detection of crime and for the protection of pupils, staff and visitors. In accordance with the law, we do not use CCTV for any other purposes, nor provide images to any third party, save to law enforcement bodies. We conduct an annual audit and review of our use of CCTV, and display signs at our entrances, warning of its usage. Access to the CCTV feed is restricted.

The Estates Manager is trained in operating, recording and retaining images taken and is aware of the procedure for handling requests for the disclosure of their own image by individuals, where the School's policy is:

- To agree the request on production of a photograph confirming the identity of the individual making the request and an administrative fee of £10.00.
- To consult the Information Commissioner where there is doubt about the request.

The CCTV system and cameras are checked regularly to ensure that they continue to provide clear images. An annual checklist of our system is carried out using the checklist at Appendix 2 to the ICO's In the picture: A data protection code of practice for surveillance cameras and personal information (2017) (<https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>).

## **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 Caretaker when locking up. Regular checks are made by the Caretaker throughout the day to ensure that restricted areas remain secured.

## MAINTAINING A SAFE AND SECURE ENVIRONMENT IN OUR EARLY YEARS DEPARTMENT

The safety of the pupils is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Only allow a pupil to go home with someone other than their parent(s) if we have received advance permission (preferably in writing) that she may be collected by another adult.
- Never allow a pupil to leave the premises unsupervised. There is always at least one adult in charge of the outside play area - which is fenced off from the rest of the School.
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in, wear security badges and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions.
- Check all pupils out as they are collected by their parents or carers.

The entrance to the Junior School building leads to the School Office which has a reception desk and a seating area for **visitors**.

The entrance to the Early Years building leads to the Early Years Department. **Parents and Carers** are asked to wait in the area outside the Early Years at the beginning and the end of a session. Entry to the Early Years at the beginning of the session is supervised by the Early Years Leader, who remains at the entrance door until the pupils have been brought inside. The Early Years doors are securely closed throughout the day.

All **visitors, including contractors**, will be asked to wait by the School Office until they have signed in and their escort has arrived. The security locks make it impossible for visitors to proceed further until this process has been completed.

**Parents and carers** are asked to wait in the area outside the Early Years for their children at the end of a session. At the end of a session each pupil is individually handed over by a key worker in Early Years to her parent or carer.

Reviewed May 2021  
Next Review Date May 2022

Signed: .....Date: .....

Mrs J B Adams  
Chairman of the Governing Body