



# Security and Lone Working Policy

Status: Updated Date: 09.03.21

Review Date: 09.03.23

Governor Leadership: Jane Bates

Leadership: Andrew Foord

Consultation/signing group: Finance, Resources, H and S Committee

What the pupils need to know:

- We will
  - Keep the staff safe
  - Keep the pupils safe

What every other member of staff needs to know:

- We will
  - Keep you safe when working during school hours or afterwards
  - Keep the pupils safe

What every adult (including parents) needs to know:

- Cromwell High School will
  - Be a safe place for the pupils to attend and for staff to work in



# Security and Lone Working Policy

reviewed January 2019

Cromwell School places a very high priority on providing a secure environment for pupils, staff and visitors at all times in order to create safe working conditions which promote the highest standards of learning and care.

## General

The school is protected by security fencing and CCTV around the campus of all the schools on site. On normal working days the main gates are opened in the morning and closed at night by the Site Manager or delegated senior manager. If access is required at other times this must be by prior arrangement with the Site Manager who will also contact the CCTV company to disable the CCTV call system. There is fencing preventing complete freedom of movement between the front of the building which is open to the public highway when the gate is open during the working day and the rear of the building.

There is an intruder alarm that is set each time the school is left unattended. The system is maintained by the "Roc Alarms" company and should it be activated a control centre will contact the site manager and ask if it is necessary for the police to attend. In the event that the Site Manager is not able to be on call the keys will be left with the Site Manager of a partner Tameside School.

## Entry and Exit

All schools are advised to restrict the points of entry and exit as far as is practical. Cromwell has one main entrance to the grounds. The gate is locked when the premises are not occupied and the approach route and car park are monitored at all times by CCTV that is routed to the R.S caretakers. There is sufficient exterior lighting fitted for mornings and evening when it is dark at these times. Our building is also restricted to one entrance. All staff and pupils entering and leaving the site must use this entrance. This entrance is situated near the administrative and management offices so that Office and Senior staff are able to monitor entrance and exits. Entrance to the school is controlled by a code pad and by a view phone with CCTV whereby the school secretary can establish the identity and purpose of visitors before allowing entry. Whenever the front doors are hooked back it is essential that the person hooking them back ensures that the Security Lanyard is worn by the member of staff responsible for ensuring security at the door. Wherever practicable this should be someone not directly involved with the loading or unloading of people or goods that necessitates the hook-back. This person must direct all visitors to the administration staff for processing and ensure no pupils leave without authorisation. The door from the Tea Room to the school corridor must be kept locked at all times it is not in direct usage.

## Visitor Passes

All visitors to school are required to give the details of their identity and purpose of their visit at reception either through signing in manually or through the inventory system. They must then sign in and complete and wear a visitor's badge.(A red badge is issues as is a red wrist band to the accompanying staff.) On leaving they are required to sign out using the school inventory system.. The wearing of a visitor's badge notifies all other staff of the bona fide nature of the visitor and thereby alerts staff to challenge unknown people within school without visitor's badges. Staff are asked to report such people to the office or SMT if they do not feel it is appropriate to challenge them.

## Shutter system

Outside of normal school hours all the school's windows and doors are protected by security shutters. The site manager is responsible for ensuring that these are all closed before the school is left unoccupied and that all fire escape exit shutters are opened before the school is occupied in the morning.

## Fire Escapes (Security of)

Fire Escapes should not be left open (especially in the summer) when unsupervised. Staff must ensure that the "magna locks" are returned to the on position as the door ceases to be in use. Fire Escapes should not be blocked and any faults reported immediately (see Fire Procedure).

## Access via Rayner Stephens Gym

The connection between R.S Sports College and Cromwell is kept locked until the first classroom staff arrive each day. During the school day the school is purposely entirely open to persons present in R.S Sports College. Cromwell must rely on their Security policy and practice to provide protection and security to all present in Cromwell. Each school (Cromwell and Rayner Stephen).will scrutinise the security arrangements of the other- including the Single Central Register- through their Associate Membership of the other school's Governing Body. The main point of weakness for Cromwell pupils to gain unauthorised and unsafe exit is through the Sports Hall. R.S have fitted a "swipe-card" security door on the exit from the canteen in addition to the one into the foyer of the Sports Hall. In the event of a pupil absconding into Rayner Stephens the Walkie Talkie radio system will be used to alert staff to ensure the safe return of the pupil. The exit door from the canteen should be locked by Rayner Stephens staff to ensure the pupil cannot enter the gym area.

## Security Locks

Fob operated security has been fitted to Cromwell classrooms on the corridor shared with Rayner Stephens. This is due to the fact that these classrooms are sometimes un-occupied. Due to the nature of the needs of Cromwell pupils they frequently have high value equipment in them and it is in everyone's interest that this equipment and space is kept in a secure way. The locks achieve this. The last Cromwell staff to leave a classroom must ensure that the door is properly secure.

## Lone Working

Staff should be aware that when working alone they are at greater risk than when working alongside colleagues. A risk assessment should be made of the potential risks involved. When working on site out of normal school hours staff must ensure that they inform the Site Supervisor or a colleague who is within easy contact (either hearing or staying close to the other end of a telephone) where and when they will be working.

Risks to be considered when working alone on site:

- Is the member of staff's health robust and unlikely to require assistance? (people with a history of heart condition, epilepsy, problems with diabetes etc should consider carefully whether it is advisable to work alone- managers may seek advice from the Occupational Health Unit if in doubt).
- Is the activity undertaken of any risk- has a risk assessment been completed and being followed?
- Is it necessary for the member of staff to leave the building alone- especially if female or carrying valuables (including laptop computer) or can this be avoided? Is the lighting sufficient to deter difficulties? Is there the protection of CCTV?
- Does a colleague or private contact know where the working member of staff is and what time they are expected to be in contact with others again and be able to raise the alarm if this does not happen?

If staff are working off site they should, if possible, arrange for a colleague to accompany them. If, following a risk assessment, they consider the visit “safe” they should inform the Office staff where they are going and when they should be expected back. They should also inform the Office staff when they return that they are back on site. A school mobile phone is available for any staff working off site provided they have taken steps to ensure (requested) that the battery is fully charged. If they take their own mobile phone they should check that it is charged and has sufficient credit (if pay as you go) and that there is a signal throughout the visit. If staff have any doubts about the safety of an off site visit they should not proceed.

Risks to be considered when working off site are:

- Has the person to be visited any history of being aggressive?
- Is the information to be given or sought of a sensitive kind likely to raise emotions?
- Have adequate transport arrangements been made to avoid walking in areas of risk (low light, low public presence).

## Care of Valuables

All school valuables should be secured when not in use and under the direct supervision of staff. In particular, digital cameras, laptop computers, music keyboards and other lightweight electrical equipment must be kept securely and out of sight. There are electric sockets in lockable storerooms so that portable equipment can be charged in secure conditions. The coded locks on classrooms are not sufficient in themselves. This sort of equipment must also be locked out of sight.

Staff are strongly advised to lock away their personal possessions. All staff are offered a locker and they should use this. Where staff possessions are stored in classroom storerooms staff must ensure that the storerooms are kept locked at that their personal possessions are kept away from other items so that there is no confusion between their own possessions and those of others or school. Staff should never leave money where any other person can gain access.

## Security Marking

All portable equipment worth over £50 will be security marked with the school’s postcode, by the site manager with an ultra violet security pen.

## Key Security

Care must be taken with all keys and fobs. Any lost keys or fobs must be reported immediately. Some keys are kept in the Finance Officer’s room and the school office. These keys must be signed out and sign back each time they are borrowed. They must be returned immediately after use.

## Lost and found

Staff should hand in apparently lost items to the school office staff. Anyone wishing to claim such lost property will need to describe the property before seeing it and will then need to sign declaring the property is theirs. Lost property will be kept for ½ a term.

## Contractors

Contractors are commissioned to work outside of school hours whenever possible. Contractors are not permitted to be alone with pupils at any time. They must only be in rooms and corridor areas that are identified by the site manager as necessary to the task in hand. They are not permitted in other areas of the school. Contractors in the build at the same time as students will supervised, at times when there are no children they are responsibility of the site team.

## Hydrotherapy Pool

The door to the hydrotherapy pool must be locked with the key at all times when there is no member of staff present in the hydrotherapy poolroom.

## Hire of the Hydrotherapy Pool

During periods of Hire of the Pool during the school day the door from the pool to the classes will be locked on a number code system. A member of the organisation hiring the pool will be authorised to escort users of the pool to and from the front door and users will be supervised at all times from the front door to the pool door.

## Violence to Staff

The school will not accept any violence or aggression towards its staff. If the violence or aggression is due to pupil behaviour then the school's Promoting Positive Behaviour Policy will be followed to seek to eradicate the risk. If the violence or aggression is due to other members of staff then the schools disciplinary procedures may be involved- including possible training for staff involved. If the violence or aggression is due to people from outside school these people will be instructed to leave immediately. They may be banned from the premises. If they refuse to leave or there is the risk of injury, damage to property or ongoing verbal abuse then the police will be called to remove them and charges will be considered as appropriate, in such situations if the risk cannot be contained the school will employ the lock down procedure until the police arrive.

## Intruder procedure

School has a lock-down procedure and policy in the event of a high risk intruder whilst the school is in use. (Please refer to current lockdown guidance.)