

H3 Security and Visitors Policy

Introduction

The Purcell School is a busy community. Although the area of the school is relatively compact, the presence of boarders and residential staff, alongside the extensive use of school buildings by outside organisations, result in the need for a comprehensive security policy. Whilst the school must remain accessible and welcoming to legitimate visitors, our first priority is to protect the safety and welfare of students and staff. This policy sets out the steps the school takes to achieve this goal.

Aims

This policy is design to:

- Outline the security measures taken by the school,
- Explain how the school deals with legitimate visitors.

General Principles

Access to the school grounds cannot be prevented entirely, as legitimate visitors (such as parents and those attending concerts, workshops or auditions) may require access throughout the day, in the evenings and at weekends.

The policy for limiting access therefore relies on channelling visitors through the Reception area in the main school building, and restricting access to all other buildings. The main entrances to the school grounds are also covered by CCTV which is monitored from the School Office for security purposes.

The main school site is enclosed as far as possible by fences, with two access gates in Aldenham Road (front entrance) and Bushey Mill Lane (rear entrance). The Bushey Mill Lane gate is locked at all times and accessible only with an entry code which is supplied to staff. All visitors during the school day enter through the Aldenham Road gate (where visitors' parking is available) and are directed to the Reception area at the front of the main school building.

Access to all individual buildings, including all boarding houses, is controlled by means of an electronic Access Control system. All students and staff are issued personal ID cards which they use to gain access to any School building. The Access Control system records entry to all buildings.

Visitors During Normal School Hours (Monday – Friday during the hours of 8.30am – 5.00pm)

A large number of people visit the school every day. These include parents, delivery drivers, prospective students, parents or staff, teachers from other schools, visiting musicians, governors, contractors, volunteers and former students. In most cases, their visit will either be:

- (a) very brief, e.g. the postman, or a parent dropping off a forgotten packed lunch; or
- (b) known in advance, e.g. a prospective teacher attending for interview, or a heating engineer.

All deliveries are normally made to the School Office, ensuring that security is maintained and no unauthorised access to school buildings is permitted; the main exception to this involves deliveries of foodstuffs to the kitchens; this is controlled by the catering manager, and requires no access to other buildings.

Staff who are hosting visitors should notify the School Office in advance and advise their visitors to report to the School Office on arrival. The School Office will sign the visitor in, provide them with a name badge, which they are required to wear throughout their visit and notify the staff member hosting the visit of their arrival. The host is responsible for accompanying the visitor at all times whilst on school premises, making any catering arrangements required, escorting visitors from the building in the event of a fire evacuation and ensuring they sign out when they leave the building.

Visitors Outside Normal School Hours

Those attending evening or weekend events, such as concerts, are not required to sign in or to wear badges. Their access to the premises will be limited to those areas in use for their event (usually the CP Hall or the Recital Room in the NMC).

The school sometimes allows outside organisations to use school premises at weekends e.g. the National Youth Orchestra, National Children's Orchestra, European Piano Teachers' Association, or similar bodies. If these fall on a non-exeat weekend when boarders remain in school, those attending will be chaperoned by a member of Purcell staff throughout the day.

Where staff members are hosting visits outside School Office hours they should:

- Make arrangements to meet their visitor on arrival ,
- Have previously obtained a visitor badge from the School Office (which they are required to wear throughout their visit),
- The host is responsible for accompanying the visitor at all times whilst on school premises, making any catering arrangements required, escorting visitors from the building in the event of a fire evacuation and ensuring they return the visitor badge to the School Office.

DBS Checks

The majority of visitors do not have unsupervised contact with students, and the school is therefore not required to carry out checks with the Disclosure and Barring Service (DBS).

Any visitors to the school who are likely to have unsupervised contact with students are required to be cleared by the Disclosure and Barring Service (DBS).

The Principal's PA should be informed of any visitors who may have unsupervised contact with students. She will then carry out the appropriate checks. Notice of visitors must be given as far in advance as possible - it can take up to six weeks for DBS checks to be completed. If in doubt as to whether checks are required, please consult the Principal's PA.

General Rules for all Visitors

- Visitors should be accompanied at all times, except where stated elsewhere in this policy.

- Visitors must wear badges, visibly displayed, at all times on site, and sign out when leaving.
- Visitors must follow the school's rules and policies at all times, including the legal requirement not to smoke on site.
- Where a visitor may need guest access to the wireless network please make contact with the Network Manager prior to the visit. Visitors will be asked to sign a guest acceptable use policy.
- No visitor should be taken into lessons without the prior approval of the member of staff teaching that lesson except if accompanied by a member of the senior management team.
- No visitor may take photographs of students whilst on their visit to the school unless the visit has been arranged with prior approval from the Marketing and Communications Manager for that purpose.
- Visitors may be invited to have lunch or other meals in the Dining Hall but the Catering Manager must always be informed in advance of extra numbers.

Management of Specific Types of Visitor

Parents

Parents are welcome to enter the school premises during the school day to deliver or collect items for their children, which should be left at the School Office. Parents who wish to see members of staff should always make appointments in advance and should report to the School Office. Parents are asked not to enter school buildings without checking in with the School Office first.

Parents of boarders are asked to always let Houseparents know in advance (preferably 48 hours) when coming to visit their children in the boarding house or when taking their children out. When parents/guardians arrive at the Boarding House they should make contact immediately with the Houseparent or Tutor on duty at the time. Parents should not go upstairs to their son/daughter's bedroom during term time without the knowledge and express consent of the Houseparent or Tutor on duty. When such consent is given, the visit must be limited to the room of the individual son / daughter in question.

Governors

All governors are issued with personal Access Control ID cards in line with all staff and students.

Prospective Staff

Staff attending for interviews will always be known in advance. No prospective staff member should be permitted to look round the school uninvited. Teaching and support staff on interview should be accompanied at all times, either by a member of staff, or by a Sixth Form student for a tour of the school. Prospective staff should remain in the Reception between interviews.

Prospective Parents and Students

Prospective students and their parents will normally attend auditions on Thursdays, or may make arrangements to visit informally on other days. They will be given badges as with other visitors.

No prospective parents or students should be permitted to look round the school uninvited. If someone arrives without an appointment, the Registrar should be called or, if she is unavailable, the Principal's PA.

Former Students, Parents or Staff

Former students (or others) who wish to view the school should book an appointment in advance. This should be arranged with the Principal's PA who will check their identities as far as possible. If a former student turns up unannounced, contact details should be taken and a visit arranged for a later date.

Routine Contractors

All contractors must report to Reception, who will notify the relevant member of staff, sign in the contractor and issue a visitor badge.

Where contractors need to arrive at school out of office hours arrangements are made in advance. As soon as a contractor arrives on site they will contact via mobile phone the relevant member of staff who will meet them and manage the visit.

The relevant member of staff will meet the contractor discuss the work to be done (if this has not already been done) and establish who will supervise the contractor during their time on site. Any queries or issues re supervision should be raised in the first instance with the Bursar who will take advice from the Senior Designated Person in the school if required. Further guidance on contractor arrangements is available in the School's Child Protection Policy and Staff Recruitment Policy. Wherever possible works requiring a large contractor presence in several areas of the School will be planned for holiday periods.

Major Building Works

The specific arrangements for any building project carried out in school will be established at the tender process phase with a clear plan of action being agreed between school and contractor. In general contractors are expected to work in self-contained areas in a secure compound. Any work to be carried out outside of the secure compound will be pre-agreed with the Bursar/Estates Department and the arrangements for supervision put in place and agreed at that stage.

Responsibilities of Staff

All staff are expected to wear their identity badge at all times during the School day. Staff should challenge anyone they come across on school premises who they do not know and who is not wearing a visitors' badge, and either escort them to the School Office to obtain a badge, or to report any such intruder to the School Office without delay.

Under no circumstances may any member of staff give their personal ID card to another person.

Staff are responsible for 'hosting' any visitors that they have invited to the school. This involves ensuring that:

- the School Office is informed in advance of all visitors to the school, day and time of arrival, and the name of their 'host'.
- all visitors know to report to the School Office and obtain a visitors' badge.
- visitors are accompanied at all times by their 'host' or other designated colleague. They may not be left unsupervised with students unless they have been checked appropriately (see 6 above) and given prior approval by a member of the Senior Management Team.
- all visitors are accompanied to sign out at the School Office at the end of their visit.

Responsibilities of Students

- Students must ensure that their behaviour does nothing to harm or endanger themselves or other members of the school, staff or public, or do damage to property. This includes tampering with electronic or computer equipment.
- Students may not enter any part of the maintenance workshops, rooms where equipment is stored, or boiler rooms. Students may not climb on any roof or out of any window. Students may not remove the restrictors on windows, which are there for safety reasons, without permission from a member of staff.
- Students should not run in corridors, on staircases, or in the dining hall.
- Students should not enter any school car park without good reason. Students should take particular care of traffic entering and leaving the site.
- If the fire alarm sounds, students should remain silent and follow staff instructions, walk quickly and silently via the nearest exit to the assembly point.
- Students must not tamper with any fire alarm equipment. Setting off the fire alarm or fire extinguishers deliberately will be regarded as very serious offences.
- If under the age of 16, students may not carry with you any medicines, except insulin, epipens, asthma inhalers or similar emergency items. All other medicines must be handed to the School Nurse or Houseparents for safe-keeping and administration.

Houseparents should remind students periodically of the following points:

- Never admit anyone to a building who they do not know and is not wearing a visitors' badge.
- If you see someone in a school building, in the playground or wandering around between the buildings without appropriate ID, tell a member of staff immediately.
- Never tell anyone outside school the key codes.

Areas Out of Bounds

The following areas are out of bounds to students:

- Any wooded area around the school
- The lower field at the back of the school after dark
- Bushey Hall Golf Club
- The Lincolnsfield Centre
- Bushey Mill Lane after 6.00 pm
- Hartspring Meadow
- The Metropolitan Police Club and Grounds

Arrangement for Students Leaving the Site

- Any Boarders in Years 7 to 9 may not leave the school site at any time unless accompanied by a member of staff, parent or guardian.

Boarders in Years 10 and 11

May sign out of school between specific times designated by the Director of Boarding, provided no lessons or activities are scheduled. These time may change with the seasons and will be well advertised in boarding houses. Students must always obtain permission from their Houseparent, remain in groups of at least two, state where they are going, be contactable by mobile phone at all times and return by the agreed time.

Sixth Form Boarders

May sign out of school between specific times designated by the Director of Boarding, provided no lessons or activities are scheduled. These time may change with the seasons and will be well advertised in boarding houses. Students must always obtain permission from their Houseparent, remain in groups of at least two, state where they are going, be contactable by mobile phone at all times and return by the agreed time.

Permission to leave school in the evenings is a privilege which may be withdrawn for reasons of poor behaviour, work, attendance at lessons, or breaching the above conditions:

- Day Students arriving late in the morning must sign in (register) at their house, in person, with the member of house staff on duty. Day students must sign out via house at the end of each day, when they leave the school site.
- Students should always sign in (register) with a member of the house staff in the afternoon (day students and boarders), again at 6pm (boarders) and 10pm (boarders).
- Students should always sign out (and subsequently back in) with their house, when going off-site.

On-Site Traffic Movement

All staff, contractors and visitors must exercise particular care when driving around the School site. They must observe the 5mph speed limit. Students who wish to bring cars on site must follow the procedures outlined in the Student Handbook. Speed signs are in use throughout the site.

Great care must be taken in driving around the site where young children play and live. There are many blind corners. The 5mph speed limit must be strictly observed.

Cars are left on the School premises at the owner's risk. Parking for staff other than residents is in the two main car parks by the Bushey Mill Lane entrance. Parking at the front of the School is reserved for residents and visitors.

Staff are asked to take details and pass them to a member of the SLT if they see delivery vans or other vehicles being driven dangerously.

<i>Policy author /reviewer:</i>	<i>Policy date /review date:</i>	<i>Next review due:</i>
Aideen McNamara	April 2018	
Paul Bambrough	January 2020	January 2021
Paul Bambrough	September 2021	September 2022