



Gosfield School

Security, Access and Lone Working Policy

Whole School Policy, including EYFS

Introduction

Our policy for the security and workplace safety at Gosfield 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.

Organisation

Gosfield School comprises of a Senior School and Prep School, including Nursery and EYFS. The Senior School and 6th Form is located in the main building, whilst the Prep School is located at Meadow Court.

Policy Responsibility and Review

The Head of Operations has overall responsibility for the implementation of this policy, supported by the Senior Leadership Team and relevant members of the Estates.

The policy is supported by individual risk assessments and procedures relating to security, lone working, fire safety, safeguarding, CCTV, access control and emergency arrangements.

The policy will be reviewed at least annually, and sooner where there has been a significant security incident, a significant change to the school site or its operations, or a relevant change to legislation or guidance.

The Head of Operations

The Head of Operations is responsible for overseeing 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 Head of Operations ensures that at least one member of his team is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays.

Any staff living on site will summon the site staff and 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 Head of Operations is also responsible for overseeing the school's access control arrangements, including the issuing and withdrawal of keys, fobs and access permissions, and for ensuring that access rights are reviewed and removed when no longer required.

The Head of Operations is responsible for ensuring that significant security incidents are appropriately reported and recorded, that security systems are maintained and tested, and that relevant security risk assessments are reviewed when required.

Out-of-hours security arrangements will be coordinated by the Head of Operations and the Estates, including arrangements for staff working outside normal school hours, contractors, lettings and other authorised users of the site.

Teaching Staff on Duty

At least one member of the staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. Pupils must be appropriately supervised in accordance with the school's safeguarding arrangements, supervision requirements and relevant risk assessments, and are expected to go home or to wraparound care, based in the Prep School, after their release from activities at 4.45pm. 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. Children of staff at the school are the responsibility of that staff member and are supervised by them.

Medical Support

There are qualified first aiders on duty in the Senior School from 8.20am to 5pm daily who are available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. There are qualified paediatric first aiders on duty in the Prep School from 8am to 5:00pm daily. There are always qualified paediatric first aiders on duty when children from Early Years, including the Nursery are in school. The names of first aiders are published in first aid notices that are displayed around the school. There are first aid boxes in all potentially high risk areas, as well as in the medical rooms (in the main school and at Meadow Court). The Principal First Aider regularly checks and replenishes the first aid boxes throughout the school.

Risk Assessments

The Health and Safety Officer 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 Online staffroom on the schools one drive account and quick access via RM Unify.

Security Incidents

All staff have a responsibility to report security concerns promptly. This includes unauthorised access, suspicious persons or vehicles, lost or stolen keys or fobs, unsecured external doors or windows, attempted or actual break-ins, theft, vandalism, security alarm activations and any other incident which may compromise the safety or security of the school.

Concerns should be reported to the Head of Operations, a member of the Estates or the appropriate member of the Senior Leadership Team as soon as possible.

Staff should not place themselves at risk when responding to a security concern. Where there is an immediate threat to the safety of pupils, staff or visitors, the Emergency Services should be contacted. Significant security incidents and security-related near misses will be recorded through the school's normal incident reporting arrangements and reviewed where appropriate to identify any further action required.

Visitors

All visitors and parents who attend the school outside normal working hours should inform a member of staff that they are attending school after hours, to enable access through the main entrance to the Senior School or the main entrance of the Prep School. In the Senior School a buzzer system linked to the main office enables visitors to enter and make their way to the Main Office to sign in. In the Prep School a doorbell alerts a member of staff to the visitor who will then ask them to sign in.

Visitors should be made aware that out of normal school working hours they can only be on site by appointment only and must be met by the member of staff they have the appointment with.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, either 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, or instructions are printed in programmes or on information sheets.

Staff Identification and Unauthorised Persons

Staff should wear their school identification badge where provided. Visitors and contractors must display the appropriate visitor identification whilst on site.

All staff are encouraged to be alert to people who appear to be on the school site without a legitimate reason. Where appropriate, staff should politely challenge an unfamiliar person or seek assistance from Reception, the Estates/Site Team or the Head of Operations.

Staff should not challenge anyone where doing so may place themselves or others at risk. Any concerns regarding an unauthorised or suspicious person should be reported promptly.

Disabled Visitors

The school has two designated disabled parking spaces located in the visitors car park and all buildings excluding the main building are accessible via ramps. We suggest that visitors to Gosfield School who are disabled let us know in advance if they require any special arrangements. We will do our best to make sure that the visit is as comprehensive as possible, within the constraints imposed by our Main School Building.

External Contractors

Staff who are employed by another organisation and not directly by Gosfield School (for example supply teachers and maintenance contractors) are required to provide evidence of identity and, if applicable, DBS status on arrival and prior to commencing their work here. They are required to sign in at the front office of the Senior School or at the Reception in the Prep School and wear a visitor lanyard and badge at all times. They are shown the school's emergency evacuation notice and the location of the assembly point on the sign in/out device as they sign in. Visitors wait in Senior School reception or in the Prep School entrance until they 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 ensure that they sign out and return their lanyards and badges on leaving. Emergency contractors will be accompanied by a member of staff at all times.

Contractors will only be given access to those areas of the school that are necessary for them to undertake their authorised work. Where contractors require unsupervised access to areas of the school, this will be subject to appropriate authorisation and risk assessment.

Contractors must comply with the school's security, safeguarding and health and safety arrangements whilst on site. Any lost or stolen keys, fobs, access cards or visitor identification must be reported immediately.

Contractor access will be withdrawn when the work is completed or when access is no longer required.

Use of School Facilities by Members of the Local Community

A number of local community groups with which the School has an association use our sporting facilities and grounds 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.

Hire agreements for external users should clearly identify the areas to which users are permitted access, the agreed times of use and who is responsible for securing the premises at the end of the booking. External users must not access areas of the school that are outside the scope of their agreement. Any security incident, damage or concern arising during a letting must be reported to the school in accordance with the arrangements set out in the hire agreement.

Where appropriate, the person responsible for the letting will ensure that the agreed access points are secured and that the building is left in a safe and secure condition.

Residential Accommodation

Where staff or other authorised persons live on the school site, arrangements will be maintained to distinguish residential areas from areas used by staff for school purposes.

Residents must not provide unauthorised persons with access to school buildings or areas of the site that they are not authorised to use.

Residents should follow the school's arrangements for responding to security and fire alarms outside normal school hours and should contact the appropriate member of the Estates/Site Team and the Emergency Services where necessary.

Any concerns regarding unauthorised access, suspicious activity or security incidents involving residential accommodation should be reported promptly.

Main School Reception

The Main School Reception is open between 8.00am and 5.00pm during weekdays in term-time. The master fire alarm panel, showing the location of all alarm call points, is located in the main entrance hall. Staff and pupils are given advance warning of fire alarm testing. If the alarm goes off for any other reason, nominated staff have fire marshalling duties.

Parking Facilities and Deliveries

There are visitors' parking spaces outside the main building and easily identifiable parking areas at various locations on the site.

There are warning signs restricting speed to 5mph, and speed humps to restrict speed.

Drop Off – Prep School

The morning drop off zone for the Prep School is in the visitor's car park, this is clearly marked, and there is a pathway leading to Meadow Court. Pupils able to walk themselves up the path independently may be dropped at the layby. By special arrangement with the Head of Prep or Head of operations drop offs can be directly in front of Meadow Court with cars parking there – usually this arrangement is for blue badge holders.

Pick Up – Prep School

Parents picking up R-Y5 Prep pupils in the afternoon and evening must park in the main car park and walk to the front of Meadow Court to collect their children. Pupils from the Senior School may only collect Prep School siblings with prior permission. Y6 pupils are dismissed from their classroom by their teacher. All Prep pupils are collected from Meadow Court after activities.

Pick Up - Senior School

The drop off and pick up area for Senior School pupils in year nine upwards is the main visitors car park in front of the sports hall. For years seven and eight drop off and pick up is to the entrance of the staff car park

PROMOTING A CULTURE OF SAFETY

Staff Induction

All new staff receive a briefing on security and workplace safety when they start working at the school. This includes advice on:

- Supervising pupils, where new members of the teaching are given training in registration and in the arrangements for supervising pupils.
- Safeguarding their personal possessions.
- 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.
- Where to report near misses, incidents and H&S concerns.

- 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.
- Fire Safety awareness, Basics of manual handling, GDPR, Phishing and staying safe online.
- Out of bound zones to students.

More detailed and specific training is given to support staff.

Lone Working

During school term time, if a member of staff wishes to work after 8pm in the Senior School, or the Prep School, they must arrange to do so in advance with the Head of Operations. The Head of Operations will ensure their team lock the rest of the school and make sure that the individual is fully aware of how to lock the final door.

Before working alone, staff should consider whether the work they intend to undertake is suitable for lone working. Activities presenting a significant risk should not be undertaken alone where the relevant risk assessment identifies that additional supervision or assistance is required.

Staff working alone should:

- ensure that they have a charged mobile phone or other appropriate means of communication;
- ensure that the Site Team or another nominated person is aware that they are working on site where appropriate;
- keep external doors secure and restrict access to the building where possible;
- avoid entering areas or undertaking activities where the risks cannot be adequately controlled;
- report any concerns or incidents to the Head of Operations or Estates/Site Team.

Where appropriate, a check-in arrangement may be agreed for staff working alone for extended periods or undertaking higher-risk activities. The frequency and method of contact will be determined by the relevant risk assessment.

At the end of their work, staff should sign out in accordance with the school's arrangements and, where appropriate, confirm to the nominated person that they have left the site safely.

Where an expected check-in does not take place, the nominated contact should attempt to contact the individual. If contact cannot be established and there is a reasonable concern for the individual's safety, the matter should be escalated to the Head of Operations, Estates/Site Team or Emergency Services as appropriate.

Staff should not undertake work alone where the relevant risk assessment identifies that two or more people are required.

Due to the nature of the school buildings and the necessity to allow staff access for preparation work during the holidays, staff must sign in/out at the main office in the Senior School or Reception at the Prep School. However, staff should be aware that the security of the building is their responsibility, and for their own personal safety it is recommended that external doors are kept locked.

As a matter of course, any member of staff working out of hours should ensure that they have notified The Site team, the Head of operations and as an extra measure of safety another member staff or family member that they are on the school premises and should have a mobile phone or other communication device available in case of emergency.

A lone working risk assessment has been completed by the Head of Operations and is located on the staff shared area in the school's One Drive.

Violence or Aggressive Behaviour

Staff working alone or outside normal school hours should take particular care when dealing with unfamiliar, distressed or aggressive individuals.

Staff should not place themselves at risk and should withdraw from the situation and seek assistance where they believe there is a risk of violence or threatening behaviour.

Any incident involving threatening, aggressive or violent behaviour should be reported to the Head of Operations and recorded through the school's normal incident reporting arrangements. Where there is an immediate risk to life or serious injury, the Emergency Services should be contacted.

Out-of-Hours Access

Access to the school outside normal working hours is restricted to authorised staff, pupils under appropriate supervision, contractors, visitors and other users who have been authorised to be on site. Staff working outside normal hours must comply with the school's sign-in/sign-out arrangements and should notify the Site Team or Head of Operations where required.

External doors should remain secured when staff are working inside the building and access should be restricted to authorised individuals.

Staff responsible for opening or securing a building outside normal hours must ensure that the appropriate doors, windows and security systems are secured before leaving.

Pupils attending school outside normal hours must be appropriately supervised in accordance with the school's safeguarding arrangements and relevant risk assessments.

Pupils

We use PSHE lessons to promote awareness of safety amongst all age groups. This 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 PSHE programmes on anti-bullying and the safe use of ICT, mobile phones and other electronic devices.

PHYSICAL SECURITY MEASURES

External doors and windows

Keypads are installed at the entrance of all buildings with exception to the cricket pavilion where a key is used. Entrances to the main building, sports hall and performing arts centre all have a keypad, the students know the numbers to gain access and they are changed on a regular basis. The keypads work weekdays between the hours of 7am – 6pm. Beyond this time only fobs issued and authorised by the Head of Operations will work.

Prep School have Fob access door handles to the main entrance, middle door and Nursery entrance there are no keypads to allow access. All other external doors are fitted with looks or push bars that can only be opened from inside the building.

All external doors are fitted with locks. The windows that give access to the computer rooms and to other areas containing valuable equipment are fitted with blinds, which are closed every evening.

Keys, Fobs and Access Codes

Keys, electronic fobs and other access devices are issued only to authorised individuals where there is a legitimate requirement for access.

The school maintains appropriate records of keys, fobs and access permissions. Individuals are responsible for keeping keys, fobs and access devices secure and must report any loss or theft immediately to the Head of Operations or Estates/Site Team.

Access permissions will be reviewed periodically and will be withdrawn when an individual's role or responsibilities no longer require access. Access rights will also be removed when staff leave the school.

Keypad codes will be changed periodically and whenever there is a reasonable security concern or where the confidentiality of a code may have been compromised.

Keys, fobs and access devices must not be loaned or transferred to another person without appropriate authorisation.

Security Alarms

All buildings on site except for the cricket pavilion are alarmed each evening from 9pm by the evening caretaker, and unalarmed every morning at 5am when the first cleaner arrives. Occasionally where lettings are here after these hours, the school is alarmed remotely by the evening caretaker or Estates team. The alarm is regularly maintained and conforms to British Standards and is operated in accordance with the recommended code of practice.

Where an alarm activates unexpectedly, the appropriate member of the Estates/Site Team or other nominated responsible person will respond in accordance with the school's out-of-hours arrangements. Where there is evidence of a break-in, fire or other immediate threat, the Emergency Services will be contacted as appropriate.

Any faults or failures affecting the operation of a security alarm will be reported promptly and appropriate temporary measures will be put in place where necessary.

CCTV

The school operates CCTV systems to support the safety and security of pupils, staff, visitors, buildings and grounds.

The operation of CCTV, including monitoring, access to recorded footage, retention, disclosure and the rights of individuals, is governed by the school's separate CCTV Policy and associated data protection requirements.

CCTV will be operated and maintained in accordance with the school's CCTV Policy.

Access to High risk areas and Unsupervised Access by Pupils

The school has some areas deemed as high-risk areas such as the Pond, D&T, Food Tech and science labs, a risk assessment has been completed for these areas. We also ensure that pupils do not have unsupervised access to these areas. Doors to these areas are kept locked at all times when not in use and the pond areas are fenced off with appropriate signage. 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.

Other restricted areas may include plant rooms, boiler rooms, electrical rooms, IT/server areas, maintenance and caretaking areas, kitchens and catering areas, chemical or flammable storage areas, medical storage areas and locations containing confidential information or valuable equipment.

Access to restricted or high-risk areas is limited to authorised staff, pupils under appropriate supervision and authorised contractors where necessary.

The level of security and supervision applied to each area will be informed by the relevant risk assessment.

MAINTAINING A SAFE AND SECURE ENVIRONMENT IN EARLY YEARS, INCLUDING NURSERY

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

- Only allow a Nursery or Reception pupil to go home with someone other than their parent(s) if we have received advance permission, in writing, that he or 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 and this is fenced off from the rest of the school.
- Ask all visitors to identify themselves and to state their business before gaining access to the premises. Visitors sign in, wear visitor badges and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions.
- Keep the Prep School building locked.

Parents and carers are asked to wait outside Meadow Court for their children at the end of the day. Each child is handed over by the member of staff on duty to his or her parent or carer. Nursery children are collected from the main entrance to the Nursery and sign their children out with the member of staff on duty.

Monitoring, Testing and Review

The school will periodically review the effectiveness of its security arrangements. This may include the testing and maintenance of security alarms, access control systems, CCTV, lone-working arrangements and other security measures.

Security risk assessments will be reviewed periodically and following significant incidents, changes to buildings or their use, or other circumstances that may materially alter the level of risk.

The effectiveness of this policy and associated procedures will be reviewed at least annually by the Head of Operations, with significant findings or proposed changes reported to the appropriate member of the Senior Leadership Team.

Signed _____
Mr Rod Jackson, Principal

Date _____

1/9/26

Date of next review: September 2027