



STREATHAM & CLAPHAM HIGH SCHOOL

SECURITY POLICY

Person(s) responsible for this policy	DFO, Estates Bursar		
Last review by	Alison Bullock	Review date	September 2024
Date of next review	October 2024		

This will be reviewed after Pharos security audit in Sept 24

1. INTRODUCTION

- 1.1 Streatham & Clapham High School is a girls' independent day school on two sites: the Prep School is in a four-story building on the junction of Daysbrook Road and Wavertree Road in SW2, close to Streatham Hill and Brixton; and the Senior School is in a three and two-storey building in Abbotswood Road close to Tooting Bec Common, between Streatham Hill and Balham. Inevitably, there will be occasions when someone will stray on to the school premises, either innocently or deliberately, without good reason to be there. Staff should be aware that in many cases, unauthorised strangers have no ill intent, but some might be prepared to make a nuisance of themselves or to cause damage or harm or to steal property. It is possible that strangers might resort to violence, or the threat of violence, if discovered or challenged.
- 1.2 All staff must follow the lone working policy and lone working risk assessment.
- 1.3 As well as possible risks from intruders, there is a possibility of damage to property or persons from other causes, such as fire, explosion or natural phenomena.
- 1.4 The purpose of this policy is to define procedures to be taken to minimise the risk of unwelcome incidents, and actions to be followed if there is an occurrence. This policy is available to staff in the staff handbook, and it is expected that staff will make known relevant portions of it to the pupils under their charge.
- 1.5 All temporary staff, supply teachers and peripatetic staff, are expected to comply with these rules, since their safety and well-being is of equal importance as that of permanent staff.
- 1.6 Suggestions for additions or alterations should be made direct to the Head or DFO.

2. ENTRY AND EXIT PROCEDURES

2.1 The open nature of the school makes it impracticable and undesirable to impose fortress-like security fences and to make the school totally secure, although all entries have coded entry systems to provide robust security measures for pupils and staff and visitors. It is accepted that at some times of the day a large number of people are legitimately on the premises; parents delivering or collecting their children, suppliers delivering goods, contractors doing work, and so on. However, the following measures are to be taken between the hours of 8.15 am and 4.30 pm on schooldays:

- a. Entry to all buildings is security coded. Codes are changed at least once a year. Pupils and staff should not disclose the code to visitors.
- b. All staff must always wear their lanyards

- c. All visitors are to be directed to the school reception to sign in and collect a visitor's lanyard and safeguarding info. All deliveries should be made to the school office. All deliveries must also be escorted in entering the premises passed reception. Kitchen deliveries can be escorted round to the side gate, but the gate must be kept closed when unattended. All kitchen staff are trained.
- d. Visitors who will be unaccompanied during their visit are to always wear their visitor's lanyard and to hand it in and sign out at Reception when they leave. They must have undergone appropriate checks.
- e. Any sightings of strangers on school premises are to be reported to the school office immediately.
- f. To ensure proper accountability in the event of fire or other emergency, all staff or pupils leaving the premises during the school day are to sign out using the Inventory system. All Senior and Prep school staff should sign in and out using the Inventory system.
Where appropriate (e.g. when late) pupils should sign in the using the Inventory system at reception.
- e. During school holidays staff should sign in and out. Staff should be aware that there are often building works taking place during the holidays so should advise the DFO / Estates Bursar if they intend to visit school to ensure that they can gain access to the relevant part of the building.
- f. Pupils staying in school after the school day are requested to follow safety procedures. At the Prep School, pupils must attend the After School Club if they are so late that no office staff are available to supervise them.
- g. Pupils are NOT permitted to be in school unsupervised. Staff holding classes/revision sessions/practices etc. out of school hours must inform the premises staff and provide a list of pupils who are attending the activity.

3. POSSESSIONS AND VALUABLES

- 3.1 All possible precautions are to be taken to avoid personal possessions being left vulnerable to theft or damage. Staff and pupils are to ensure that any money or valuables brought to school are always kept about their person or locked in drawers or lockers. If this proves impossible, money or valuables are to be handed to a member of staff under the provision of school rules. The school does not accept responsibility for loss or damage to personal property except where the school is held to be negligent, and all parents are advised to insure the students' personal possessions. Similarly, staff should insure their own possessions. All senior pupils are provided with a locker and should ensure that it is locked.
- 3.2 All staff are to ensure that school property is properly treated and that where locked storage is provided, items are returned to their appropriate storage after use. Departments should keep an inventory of items under their custody and departmental heads should ensure that items are security marked where appropriate.

Special care should be taken when using laptops and projectors for evening functions.

4. FIRE AND EVACUATION PROCEDURES

- 4.1 In the event of a fire or other emergency, staff, pupils and visitors must follow the emergency evacuation policy.

5. INTRUDER PROCEDURES

- 5.1 Please refer to the intruder policies contained in the Disaster Plan.

6. BURGLAR ALARM PROCEDURES

- 6.1 School buildings are protected by burglar alarms. CCTV cameras, intercoms and coded locks, protect various parts. All CCTV footage is kept for 30 days, and access is limited to authorised users only.
- 6.2 Any pupil or member of staff who accidentally activates a burglar alarm should remain in the vicinity until the key holder arrives so that all concerned can quickly deal with the false alarm.

- 6.3 Any person witnessing a break-in or other criminal activity on school premises should not attempt to intervene but should try to take note of as much descriptive detail as possible to help in subsequent enquiries. The incident should be reported as quickly as possible to the school office during school hours or to the Police at other times.

7. HANDLING THE MEDIA/GUIDANCE FOR STAFF HANDLING TELEPHONE CALLS

- Staff should **not** speak to the press themselves but should refer the query to Director of Marketing and Communications
- The Head / Marketing and Comms Director or their deputy should have an agreed line for the press and should not deviate from it. Trust Office staff can help with these instances.
- The press should not be allowed on the premises, except by invitation.
- Pupils should be asked **not** to speak to the press and to report to the Head any incidents where they have been approached.
- Staff should be aware that members of the press will sometimes infer that they are a former pupil, a governor or a parent. All enquiries should be treated with extreme caution.

If you are suspicious about a caller, you should:

- i. keep calm and listen carefully to the caller
- ii. take details and say you will get an appropriate person to call back
- iii. check the number they give and ask for other details (e.g. position, address)
- iv. never criticise the school, the staff or the way in which a situation is being handled
- v. do not give out personal details relating to individual
- vi. **never** say anything “off the record” or “in confidence”;
- vii. make a brief note of the call, logging the time, who called and what information was asked for and given.

Refer to the Business Continuity Plan for all emergency procedures and emergency contact details.