



## **SECURITY POLICY**

Version	7
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### **1. INTRODUCTION**

The requirement for schools to ensure the safety and security of their premises rests on the general provisions of ISI Regulatory Standards and cover the welfare, health and safety of pupils. DfE National Minimum Standards (NMS) require boarding schools to have their accommodation secure from public intrusion. Early Years Foundation Stage (EYFS) providers' premises must be safe and secure both indoors and outdoors and providers must only release children into the care of individuals named by the parent. Dover College must ensure that children do not leave the premises unsupervised and prevent intruders entering the premises.

Therefore, security is treated as part of health and safety and is subject to the same regime of risk assessment. Dover College cooperates fully with Kent Police, the Fire and Rescue services and the local community. Our aim is to achieve a balance between providing reasonable security, protecting pupils, staff, parents, visitors and contractors, and turning the school into a fortress.

## **2. POLICY**

### **2.1 Introduction**

Our policy for the security at Dover College is primarily to provide a safe and secure environment in which our pupils can learn and our staff can work. 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.

### **2.2 Visitors & Contractors**

All visitors and contractors are required to sign in at Priory Lodge, where they are issued with a visitor's or contractor's badge, which should be worn at all times that they are on school property. They are informed of the College's emergency evacuation procedures and the way to the assembly point is explained by an appropriate person. Visitors should normally wait in Priory Lodge 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 College and to ensure that they sign out in Priory Lodge (and return their badges) on leaving.

Contractors used regularly by the College when pupils are on site are required to have undergone DBS checks and the College verifies this before the contractor is engaged and a log is kept in the Bursary. Other contractors are either employed only during periods when the College is not in session (half-terms and school holidays) or, if this is not feasible, are escorted by staff. DBS cleared contractors will be allowed access to buildings, they must be escorted to their work area, introduced to academic staff, boarding house staff, and matron before work begins. Further information is contained within the Safer Recruitment Policy.

When large numbers of visitors are at the College for open days, plays, concerts, exhibitions and other events, a brief announcement is made at the start of the event advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Prior to Open Events, information is sought, where possible, about prospective visitors and the names of all visitors are collected on the day. When looking around the school, visitors are escorted; if pupils are acting as guides on such tours they are paired.

### **2.3 Disabled Visitors**

We explicitly request that visitors to the College who are disabled let us know in advance if they require any special arrangements, and these details are proactively requested. Consideration is given during event planning, and we will do our best to make sure that the visit is as comprehensive as possible, within the constraints imposed by our historic buildings as outlined in the College's Accessibility Plan.

### **2.4 Access Control**

There are automatic electronic vehicle gates at the main entrance (Effingham Crescent). The protected electronic pedestrian gate requires a scan of a valid Dover College ID Card or for Reception (Priory Lodge) to be contacted via the pedestrian gate mounted intercom for access at all times. The gates are overlooked by a CCTV camera with a feed accessible from the Bursary.

All other access points are via locked gates, whilst the school is in session.

## **2.5 Parking Facilities and Deliveries**

There are limited facilities for visitors to park on site and there are warning signs restricting speed at the main entrance (gate mounted). Disabled parking is available using one of the visitor bays.

## **2.6 Reception**

Priory Lodge Reception is manned between 8.30am and 5.30pm on weekdays throughout the year apart from the Christmas and Easter closedowns and public bank holidays.

If Priory Lodge is unavailable, the Bursary is manned between 07:30am and 5.00pm during weekdays throughout the year apart from the Christmas and Easter closedowns and public bank holidays.

## **2.7 Fire Precautions**

The school complies with Regulatory Reform (Fire Safety) Order 2005. The Dover College Fire Safety Policy is within the Health & Safety Policy on the College website. Staff members are given advance warning of fire practices. If the alarm goes off for any other reason, staff members have standing instructions to gather in their respective assembly points and summon the Emergency Services.

# **3. PROMOTING A CULTURE OF SAFETY**

## **3.1 Staff Induction**

This includes advice on:

- Supervising pupils, where new members of the teaching and boarding staff are given training in registration, in the arrangements for supervising pupils.
- Safeguarding their personal possessions.
- Safeguarding the College'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 Nursery Department or with EYFS children receive induction training that covers the needs of our youngest pupils.
- Safety & Security Induction by Line Manager, or other relevant employee, considering specific arrangements to/for that department/area.

The briefing also covers:

- The location of the College's CCTV cameras in the high risk areas of the school, together with the College's monitoring procedures.
- The procedure for booking in visitors and escorting them.
- The importance of being curious about strangers, and of reporting concerns.
- The regime of login and password protection for electronic equipment and the importance of not revealing passwords to third parties.
- How academic, medical and boarding staff are trained in keeping pupils safe, including safeguarding child protection training and policy.

### **3.2 Pupil Induction**

We use PSHE and discussions to promote awareness of safety amongst all age groups. This covers:

- Travelling on foot
- Using public transport
- Safeguarding mobile phones and other personal possessions.
- Out of bounds areas inside and outside the College site.

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.

### **3.3 Pupil Possessions**

Reasonable protection is provided for boarders' personal possessions and for boarders' money or valuables. Every day pupil is given a locker for the secure storage of his or her personal possessions. Our boarders have lockable storage space within their lockable boarding rooms. We encourage pupils not to bring large amounts of money or valuables to College. We advise pupils that if they have to bring more money than usual into College because of some planned after school activity, they can store it securely in the Bursary.

Any search of boarders' personal belongings is carried out under strict legislative guidance issued by the Secretary of State.

### **3.4 Unauthorised Access to the College Site**

The College makes every attempt to exclude intruders onto the College site, and due to its nature and statutory restrictions on the creation of secure barriers (Lower Ground is a Scheduled Ancient Monument within a Conservation Area; one of the perimeter walls is listed), there is a continual requirement for vigilance by staff and pupils alike. Staff and

pupils are informed of the procedure to follow in the event that they believe there is an intruder and that any individual may be challenged for their authority to be present. Enforcement of the visitor pass system aids in identifying bona fide visitors.

### **3.5 Use of College Facilities by Members of the Local Community**

A number of local community groups use our sports and drama 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. See Policy at Appendix 1 below.

## **4. PHYSICAL SECURITY MEASURES**

### **4.1 External doors and windows**

All external doors and windows are fitted with locks.

All external doors to public buildings are fitted with code-operated security locks, which are always in operation.

### **4.2 Security Alarms**

Menzies, Priory Lodge, Leo Wright Extension, CDT and Armoury building and the Tallis Music School are fitted with security alarms. The alarms are regularly maintained and conform to British standards; they are operated in accordance with the recommended code of practice. All external doors are also fitted with keypad codes which are always in operation.

### **4.3 Gates**

There are electronic gates at the vehicle and main pedestrian entrance (see above). All other side gates are secured by padlock at night.

### **4.4 Unsupervised Access by Pupils**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the design technology rooms, etc. Doors to these areas are kept locked at all times when staff are not present. All flammables and substances hazardous to health are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance or Catering areas of the College. (See our Supervision of Pupils Policy located in the Staff Handbook).

### **4.5 Security of Electronic Property**

Notices are displayed advising that all computers, projectors and language laboratory equipment are password protected and cannot be activated without a recognised login and password.

#### **4.6 Marking and Securing Property**

Reasonable protection is provided (see standard 9) for boarders personal possessions. All valuable and electronic property is marked clearly as a deterrent to theft. A register of non-electronic valuables is maintained by the Bursar. The IT Manager maintains the register of electronic equipment. Both registers are reviewed annually.

#### **4.7 Security Lights**

We use security lights to protect the outside of our buildings. They are fitted to every external door which a pupil may use and pathway around each building and connecting with the pedestrian entrance and the main car parking area.

#### **4.8 CCTV**

We have CCTV cameras covering the main entrance used by visitors, the pedestrian and vehicle gates, and the entrances to some other school buildings. CCTVs are also placed to provide surveillance of the following areas:

- Front Gate (Close Feed and Wide Feed)
- Rear of the Art/DT Block.
- Both ICT Rooms
- The North side of the Art and CDT Block
- The rear of the Tallis Music School.
- The Priory Hill Road Gate.
- St Martin's Girls' Entrance.
- The areas to the immediate front of Duckworth House.
- Prep School Playground.
- Prep School Front Courtyard

We have notified the Information Commissioner that Dover College 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 a regular review of our use of CCTV, and display signs at our entrances, warning of its usage.

The IT Manager operates, records and retains images taken. He is aware of the procedure for handling requests for the disclosure of their own image by individuals under a subject access request, where the College'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 Data Protection Controller (Bursar) where there is doubt about the request.

Our CCTV system is serviced when possible and cameras are checked regularly to ensure that they continue to provide clear images. An annual checklist of our system is carried out using a checklist.

#### **4.9 Maintaining a Safe and Secure Environment in the Prep School**

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

- Only allow a child to go home with someone other than their parent(s) if we have received advance permission (preferably in writing) that he or she may be collected by another adult.
- Never allow a child 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 College.
- 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 Prep School building leads to the Department's own office. All visitors will be asked to wait there 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 this area for their children at the end of a session. Each child is handed over by the Teacher to his or her parent or carer.

#### **4.10 Access to Boarding Houses**

Boarding houses can only be accessed by authorised staff and pupils who live in that boarding house by electronic or code operated locks. Visitors must be signed in and agreed in advance by the Housemaster / Housemistress. Overnight guests are not allowed in the boarding rooms.

#### **4.11 Key Policy**

The College's Keys Policy governs the use of keys on site. Staff and pupils are only given access to areas where they have been granted permission to enter. Requests for keys are in accordance with the Keys Policy in the Staff Handbook.

#### **4.12 Health and Safety**

The College is proactive in regard to Health and Safety and identifies risks and manages those risks within reasonable timeframes. The College has a written Risk Assessment Policy available on the Dover College Website.

#### **4.13 Pupil Supervision on Trips**

Children are supervised on trips in accordance with Government guidance on ratios and in line with the School Policy. Staff carry out relevant protocols to prevent security incidents occurring. If a security incident should occur, Dover College acts in accordance with its emergency procedures e.g., Missing Pupil Policy, Crisis Management Plan.

#### **4.14 Staffing and Supervision**

Adequate staffing is maintained to ensure the proper security of the site. There is at least one adult sleeping in each boarding house at night with the responsibilities for those boarders.



## **APPENDIX 1: OUTSIDE LETS**

### **RESTRICTING ACCESS**

It is the College's policy to make its facilities available either for hire or as a service to the community, where feasible and within the constraints imposed by security and child protection requirements. The College does not have the capacity to supervise all members of such letting groups throughout the duration of their activities and thus it demands that at least one member of each letting group is present throughout the activity who has a current DBS check sponsored by Dover College and that this individual assumes responsibility for the behaviour and conduct of the whole group. In the event that no individual holding a current DBS is available, no individual from that group has authority to be on College grounds at that time.

Groups are required to provide a written list of names and addresses of the members of the letting group present at any time on the site, on request.

Parking for individuals and groups using the Sports Hall is restricted to the car park adjacent to the Sports Hall (Upper Ground). Cars are not to be parked on The Close or any other parking area on the College grounds. In the event that individuals arrive at Dover College on foot, they are to proceed to the Sports Hall by the most direct route – along Kennedy Passage and up the footpath to the east of the Kent Block.

Other outside users of the site are to park as directed by the member of staff 'sponsoring' the activity. For activities taking place on Lower Ground, this will normally be the car park to the south of The Close.

There is no authority under any circumstances for any member of a letting group to enter any building other than those designated for the activity, even on invitation from a member of staff or a pupil. Breach of this condition will result in immediate and permanent withdrawal of authority to enter the site.

All individuals are to be appropriately dressed at all times when on College property. If wearing sports clothing, the minimum acceptable standard is shorts, t-shirt and footwear. Naked torsos are never acceptable outside the Sports Hall.

Dover College reviews the letting arrangements of each group at least once each year and reserves the right to deny facilities to groups who flagrantly abuse the terms of the let.