



# 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 is located in the main building, whilst the Prep School is located at Meadow Court.

### The Head of Operations

The Head of Operations is responsible for 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).

### 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 are not allowed to be unsupervised on site, 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 8.15am 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 8:15am 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 staff shared folder on the schools one drive account.

### **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.

### **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.

### **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.

### **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.

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 a 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 Operationspies of this are distributed to all staff and is located on the staff shared area in the school's One Drive.

### **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 issues 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.

### **Security Alarms**

All budlings on site except for the cricket pavilion are alarmed each evening from 9pm by the evening caretaker, and unalarmed every morning at 4am when the first cleaner arrives. Occasionally where lettings are here after these hours, the school is alarmed remotely by the evening caretaker. The alarm is regularly maintained and conforms to British Standards and is operated in accordance with the recommended code of practice.

### **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 Techand 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.



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

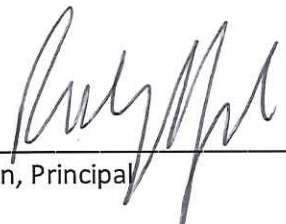
The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We therefore:

- 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.

Signed \_\_\_\_\_

Mr Rod Jackson, Principal



Date \_\_\_\_\_

3/10/24

