

## Premises & Security Policy

**Primary person responsible for updates to this policy:** Paul Anderson

**Job title:** Facilities Manager

**Last review date:** August 2021

**Next review date:** August 2022

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

## **1. Aim**

Our aim at DLD College is to provide a safe and secure environment for Day Students, Boarders, Staff and Visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim and covers both indoor and outdoor parts of the College premises.

## **2. Roles and Responsibilities**

### **2.1 Role of the Principal**

The Principal has overall responsibility for security and will be responsible for implementing the security policy.

The Principal will be responsible for ensuring that: -

- All staff appreciate the importance of security and understand the College policy and their responsibilities.
- Staff training needs are kept under review and training is carried out as needed.
- Parents are informed of security issues for students aged under 16.
- All are encouraged to adhere to any College security procedures.
- Formal risk assessments are conducted on an annual basis and as and when circumstances change, to ensure that security arrangements are still valid.

The Principal may designate a named member of staff to carry out these checks on her/his behalf.

- Routine security checks are carried out on an on-going basis. The Principal may designate a named member of staff to carry out these checks on their behalf.
- Termly reports are presented to the Health and Safety Committee for review.
- All crimes are reported to the Police.

### **2.2 Role of the Staff**

- All staff at the College are to take a shared responsibility to ensure the security policy is implemented.

## **3. Security of Students, Staff and Visitors**

### **3.1 Staff**

- All staff must challenge anyone who is not wearing an identifying badge.

### **3.2 Visitors for Staff**

- All College buildings including the boarding house have security swipe card access, including the level 3 garden entrance and access to the outside areas.
- All visitors to the College must have appointments with specific members of staff, or they will not be allowed to enter the building. However, if the staff member that an unexpected visitor would like to see is free they will be welcomed.
- Visitors will be met at the door and escorted through the College/Boarding house by a member of staff.
- All visitors, including contractors, will be asked to sign in using the touch screen at reception which will record their name, company, time of arrival and who they wish to visit. They will then be asked to wear the visitor badge that is issued to them. The staff will be responsible for their visitor's understanding of the Health & Safety and Fire arrangements.
- When the visitor signs in, they are also signing to state that they have understood and will adhere to the Health and Safety Information provided to them during their visit and act according to the code of conducts and child protection policies.

- The visitor will wait in reception until they are collected by the member of staff they are meeting.

When they have been collected by the member of staff, that member of staff is responsible for them during their time in the College and must ensure that their visitors sign out using the touch screen and hand back their visitor badge when their business is concluded.

- All visiting staff from other locations will follow the visitor's security procedure as stated above.
- Visitors must not be allowed access to any residential area without the authorisation of the Principal.
- This procedure does not apply to visitors attending College events, coaches/students of visiting teams.
- Accommodation tours must be pre-booked and only take place during college hours, when the students are in their lessons. Notice must be given to a student to enter their room and their consent gained. Weekend tours can only take place when authorised by the Director of Boarding and the student has been given at least 3 days' notice and their consent gained. All visitors must be escorted by a member of the boarding team at all times.

### **3.3 Contractors**

- Contractors must be escorted around the premises unless they have a valid enhanced DBS certificate which will be kept on file.
- All contractors will wear either an 'Escorted or Unescorted' Visitor lanyard whilst carrying out work in College.

### **3.4 Parents**

- All parents/guardians and agents are to be e-mailed the security policy and will be reminded about this when they visit.
- Staff who have arranged meetings with parents/guardians/agents are responsible for those parents whilst they are on the College premises and must ensure that they are escorted at all times, whilst they are on site.
- Family members are only allowed into residential areas on induction week, before term has started and also after the last day of term. This is due to separation of students by gender and the students' right to privacy.

### **3.5 Outside the College building**

- All staff must challenge unidentified visitors who are found on the College premises.
- Secure gates with card readers installed are located on either side of the Wellbeing garden.
- The side gate next to reception is alarmed which will alert reception if left open for more than 20 seconds.
- The Perimeter is covered by C.C.T.V which can be viewed / images downloaded at request to the Landlord.

### **3.6 Weekend Leave – Boarders**

- Parents must inform the Boarding Team in writing in advance if they would like their child to have a weekend leave.
- Details (name, age, relationship to student, address, e-mail & mobile number of the person looking after the students and the arrangements for their collection, accommodation and return must be submitted in writing.
- We will not release your child to anyone without the above written consent.

### **3.7 Overnight guests for staff**

Staff are permitted overnight guests only once:

- An application has been submitted to and approved by the Director of Boarding.
- The guest has received relevant security checks including a list 99 and DBS check.
- The guest has undergone a building induction and read and signed the DLD college code of conduct.
- Staff guests will be limited to those nominated by the staff at the start of the academic year, e.g. partners, children, close family members.

### **3.8 Students' visitors**

Visitors to students **must**:

- be met by their host on arrival at the college;
- be signed in on arrival at the college;
- be supervised by their host at all times during their visit;
- not enter any boarding areas of the college;
- be escorted by their host on departure from the college;
- be signed out on departure from the college;
- comply with health and safety requirements during their visit;
- follow instructions from college staff during their visit;
- be made aware of Fire Evacuation procedures on arrival.

The above rules also apply to boarders at weekends and during College holidays.

Boarders are not allowed overnight visitors under any circumstances.

Boarders are not allowed visitors before 8 am nor after 10 pm without prior agreement in writing from the Director of Boarding.

### **3.9 Staff Access to Boarding House**

College staff are only allowed into the boarding house if they are supervised by a member of boarding staff. ELT, designated safeguarding personnel, Facilities Manager and members of the admission and accommodation team do not require supervision.

## **4. Security of Equipment and Personal Property**

### **4.1 Inside the College Buildings**

- All expensive, portable equipment is to be marked as DLD College London. This is the responsibility of designated members of staff at the College.
- All valuable and recognisable equipment should be photographed.
- Access points are covered by intruder alarms. Such intruder alarm system is to be in operation when the College is closed.
- Members of staff are to be responsible for returning equipment to their designated secure location.
- Members of staff are not allowed to take College equipment home without the prior written permission of the Principal. If such permission has been granted for a specific duration/project, they

are to ensure that they sign-out the equipment and leave a record with the Principal.

- All cash is stored in the safe

#### **4.2 Personal Property**

- All students are discouraged from bringing unnecessary valuable equipment into the College.
- Found property will be kept in the College until claimed. Items not claimed will be disposed of after a period of two months.
- All claimed property must be signed for. The College will not be held responsible for the loss, theft or damage to property belonging to students, staff or visitors. Each student is given a locker to store their personal items of significant value which they do not want to store in their room. Hasps and staples have been installed on at least one drawer / cupboard in each boarding room, Students will be responsible for obtaining their own padlock.
- The Boarding team must make students aware of the above procedure and encourage them to obtain appropriate insurance.

#### **4.3 Contingencies**

If certain doors are not locking or being used for contractors, the following checks will be carried out:

- Security will be based at the door to check anyone entering the building and ensure that they are signed in.
- Any doors found open must be reported to the Facilities Manager.
- Security officers are present 24 hours a day 365 days a year with regular patrols of the college including the perimeter.
- In case of an emergency lockdown, the lockdown button based at reception will render the front doors inoperable from the inside and out until the lockdown button is pressed again restoring the doors to their normal state.
- Lost or stolen cards are to be reported to the Facilities Manager who will cancel the cards online rendering them inoperable on all access points into the College.
- In case of imminent danger Panic buttons have been installed at reception, once pressed a silent alarm will be sent to the Police for immediate assistance.
- South bank Patrol are contactable via a dedicated radio that is based at reception should assistance be required for any reason.
- C.C.T.V is located inside and outside the premises with footage stored for 4 weeks.
- Ballistic glass screen is in place at reception minimising the risk of an intruder leaping into reception area and gaining access into the back office and into the College.