



WETHERBY
PREPARATORY SCHOOL



the **Gold Standard** in education

Wetherby Preparatory School
Bryanston Square
London W1H 2EA

020 7535 3520

Security Policy

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| Policy reviewed by: | Nick Baker |
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| Policy actioned from: | October 2021 – June 2022 |
| Next review date: | June 2021 |
| Reviewer's signature: |  |
| Headmaster's signature: |  |

Circulation: This policy is addressed to all members of staff and volunteers and is available to parents on request. It applies wherever staff or volunteers are working with the boys.

Please note: 'School' refers to Wetherby Preparatory School and 'parents' refers to parents, guardians and carers.

Aims

Our primary aim is to provide a safe and secure environment for our boys, staff and visitors. We also aim to protect our buildings and sports ground, together with the equipment belonging to the school and the personal possessions of everyone in our community. Our Security policy ensures that we have in place effective procedures to enable us to achieve these aims.

Roles and Responsibilities

Management Responsibility – security at Wetherby Preparatory School is shared between Alpha Plus Group, the Headmaster and members of the Senior Management Team.

At Wetherby Preparatory School, the Health and Safety Committee monitor the policy on an annual basis. Any key issues that arise are taken in the first instance to the Headmaster and then to Richard Jones (Director of Property) at Alpha Plus Group for discussion.

ORGANISATION

The Headmaster

The Headmaster will be responsible for implementing the Security policy agreed by Alpha Plus Group.

The Headmaster will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and training provided as necessary;
- parents are informed of the security procedures and expected to help;
- formal risk assessments are conducted and updated on an annual basis. In addition, routine security checks are carried out on an on-going basis by the Premises Manager;
- the Art and Science classrooms contain risk assessment forms for regular checks;
- all crimes are reported to the Police.

The Premises Manager

The Premises Manager is responsible for the physical security of the buildings, for locking and unlocking the building at the start and close of every day, switching on and off security alarms and for carrying out regular checks of the site. The role of locking up the buildings at the end of the day is sometimes delegated to the Cleaning Supervisor. Occasionally, other members of staff (by prior arrangement) lock up and alarm the building at the end of the school day.

The Premises Manager (or Catering Manager) unlocks the school at the beginning of each day. The Premises Manager delegates to the Cleaning Supervisor or designated staff member at the end of the day to check that the building is empty and locked at night.

The Premises Manager carries a mobile phone whilst working or on call. That number is made available to all members of staff to use if they need assistance. An external

monitoring company is on call 24 hours a day, every day, in case of emergency out of school hours. The CCTV system has a monitor in the Premises Manager's Office.

If the fire alarms go off, the Emergency Services are automatically alerted (unless they are pre-warned of a planned fire practice). If the security alarm goes off, an external monitoring company is alerted which will contact the Premises Manager if during the daytime, or will send one of their staff to investigate if during the night.

The Alpha Plus Group Director of IT

The Director of IT is responsible for maintaining a safe IT technical infrastructure at the school. His responsibilities include protecting the network and equipment from attack by viruses, maintaining robust firewalls to safeguard or prevent inappropriate usage, and ensuring the security of our electronic hardware. A register is maintained of all equipment showing: date of purchase, cost and description. The asset register is audited and updated annually.

Teaching Staff

At least one member of staff is always present on duty in order to supervise boys whenever they are in the school outside normal school hours. Boys are not allowed to be unsupervised on site, and are normally expected to go home by 4pm unless they are attending after-school clubs when arrangements are made to ensure boys are supervised.

Medical Support

There is a qualified First Aider who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. Please refer to the First Aid policy for more details.

Visitors and Contractors

All visitors and contractors are required to sign in at the School Reception during term time, where they are issued with a visitor's badge, which should be worn at all times that they are on school property.

Visitors should normally wait in the foyer 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, explain where the assembly point is in case of emergency, and to ensure that they sign out (and return their badges) on leaving.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, 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. Visitors and contractors outside of term time are expected to sign in and out using the sign in sheet located on the front desk.

Parking Facilities and Deliveries

There are no facilities for visitors to park on site. Bryanston Square has limited pay and display parking options so we advise visitors not to drive. If they do drive there are some car garages in the local area where they can park.

The Catering Manager has instructed our regular suppliers to make all food deliveries to the Bryanston Mews West entrance of school.

School Office and Reception

The School Office and Reception is manned between 8am and 5pm during weekdays in term-time and on occasional days during school holidays.

PROMOTING A CULTURE OF SAFETY

Lone Working

Lone working is only allowed in the school by prior arrangement with the Premises Manager. The Premises Manager must be contacted with arrival and departure times so that it is always known when there is someone alone in the school buildings.

If coming in on the weekend, staff should sign in at reception when they arrive and sign out when they depart on the sign in sheet.

The school is looking to move to an automated system from September 2021.

Boys

The school uses PSHE and form discussions to promote awareness of safety amongst all age groups. The local Police Community Safety Officer works with the school covering:

- travelling on foot
- using public transport
- safeguarding mobile phones and other personal possessions

Boys are not allowed to bring large amounts of money or valuables to school. The cost of lunches is included in the school fees.

GUIDELINES FOR SCHOOL SECURITY

Security of Boys, Staff and Visitors

- The front door of number 48 must be kept closed during school hours and not propped open unless a member of staff is stationed at the door.
- The front door of number 47 is only to be used for the exit for 4pm buses. Other than that it kept closed during school hours and is only to be used as a fire exit. The windows can be opened on the door for ventilation and this does not compromise the security of the door.
- All other exits to be kept closed during the school day.
- All boys will enter the school at the start of the day via the front door of number 48. When the boys go to and arrive back from Games they will enter through the front door of 48. The back door is used when the boys go to and arrive back from Swimming and also break. The door from the Mews to the Dining Room is sometimes used to get the boys straight into the Dining Room from break.
- Boys must be checked in and out (if arriving late or leaving early) at the School Reception and must be signed out at the School Reception if leaving early.

- Staff based in school are the only staff to carry an entry fob to the school and entrance fobs operate on the main entrances to school.
- Staff to contact the School Office or SMT in an emergency, via internal telephones.
- All staff must challenge visitors who are not wearing a visitor's badge.
- All rooms containing equipment that may pose a risk to be kept locked e.g. rooms containing cleaning equipment.
- All windows to be secured. They do not open fully.
- CCTV is in operation outside and inside the premises. The CCTV can only be viewed with express permission from the Headmaster or, in his absence, a member of the SMT.
- Security lights protect the outside of our buildings and provide safe access and egress.

Security of Equipment

- The intruder alarm system to be in operation when the school is closed.
- Staff to be responsible for returning equipment e.g. laptops to the charging units, locking the charging units over the holidays etc.
- The School Office, the Head of Learning Enrichment's Office, the Premises Manager's Office and the Science Prep Room are locked every night.

Monitoring of Strategies

- Informally through verbal reports from staff and visitors.
- Formally through Health and Safety Committee meetings.

OTHER INFORMATION

Key Holders

Nick Baker – Headmaster
 Stephen Blundell – Deputy Head
 Alice Furnell – Deputy Head
 Katie Garvey – Assistant Head Co-Curricular
 Ria Kirby – Head of Art
 Richard Lock – Director of Studies
 Thomas Metherell – Assistant Head Compliance
 Yolanda Noval – Bursar/Registrar
 Hal Ogden – Premises Manager
 Lee Reid – Director of Sport
 Peter Spall – Catering Manager

There is also a school alarm fob and chubb lock key in a key box at the front door of 48 that can be accessed by staff when appropriate.

Fire, Intruder and Emergency Alarms

Spy Alarms: 01732 464649

Location of Fire Alarm Panel

Number 47: by the front door on the left hand side.
 Number 48: by the front door on the right hand side.

Location of Intruder Alarm Panel

The alarm panel that staff should use is at the front door of number 48. There are also alarm panels located at the back door and side door of number 48, but these doors are locked from the inside.

All staff to take shared responsibility to ensure the security strategies are implemented.