



DORSET HOUSE SCHOOL

Access, Security & Visitor Policy (including CCTV & Lockdown Policies)

Contents	Page
1 Policy Statement	2
2 Responsibilities of the Governing Body	2
3 Responsibilities of the Head and Bursar	2
4 Responsibilities of staff	3
5 Information and communication	3
6 Buildings and grounds	4
7 Control of visitors	4
8 Unknown/uninvited visitors	5
9 Lockdown procedures	5
10 Supervision of pupils	5
11 External users	6
12 Supervision of contractors	6
13 Lone workers	6
14 Physical security measures and CCTV	7
15 Cash handling	7
16 Valuable equipment	7
17 Personal property	7
18 Medicines	8
19 Monitoring and review	8
Appendix 1: Lockdown Policy	9
Appendix 2: CCTV Policy	13

Date of policy: February 2017

Last review: February 2021

Next review: February 2022

Prepared by: Andrew Owens

Approved by: Governors' Health & Safety Committee

1. POLICY STATEMENT

The Governing Body assures all visitors a warm, friendly and professional welcome to Dorset House School, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to protect all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and all staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned.

- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

2. RESPONSIBILITIES OF THE GOVERNING BODY

- The Governors will ensure that the school has an Access, Security and Visitor Policy and that this has been implemented.
- Governors will review the policy annually.
- Governors will delegate the day to day implementation of the policy to the Head and Bursar.

3. RESPONSIBILITIES OF THE HEAD AND BURSAR

The Head and Bursar will:

- Set up arrangements in school that comply with the policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training in the policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors and contractors adhere to the policy.
- Monitor the implementation of the policy and security arrangements.

4. RESPONSIBILITIES OF STAFF

- All staff will comply with this policy and the arrangements made by the Head and Bursar to ensure the safety of children, employees and others on the school site.
- Staff will encourage children to exercise personal responsibility for the security of themselves and others.
- Those listed below have been given specific responsibilities for school security:

Security issue	Name	Specific Duties
Agreeing and reviewing the Access, Security and Visitor Policy	Governors' Health & Safety Committee	Agree policy and review annually
Day to day implementation of policy	Head and Bursar	• Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	Estates Staff	Unlock/lock gates at the directed times
Checking the condition and maintenance of locks, gates, fences etc.	Estates Staff	Regular checking
Control of visitors	Reception office staff	Follow signing in procedures, check identity and issue badges
Control of contractors	Bursar	
Security risk assessment	Bursar	Review annually as part of update to policy

5. INFORMATION AND COMMUNICATION

- All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.
- All staff induction will include the school's Access, Security and Visitor Policy and CCTV and Lockdown Policies.
- These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building.
- Parents will be informed about the school security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

6. BUILDINGS AND GROUNDS

- The school will take all reasonable efforts to restrict access to the buildings and grounds to prevent unauthorised access to children and ensure the personal safety of staff.
- The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Dorset Hall School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.
- Entrances to buildings are kept closed at all times and can only be opened using a keypad system. Signage directs all visitors to the school reception entrance.
- Staff will ensure that all visitors who enter through the main entrance go straight to the reception office.
- All other entrances to the school grounds will be locked during the school day.
- Parents may drop off and pick up pupils at the beginning and end of the school day but may not enter the school buildings unless accompanied by a member of staff or for a specific event where staff are present.

7. CONTROL OF VISITORS

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that:

- All visitors must report to the reception office first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the visitors' e-Monitor which is located in reception at all times making note of their name, organisation, who they are visiting, and car registration.
- Visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.
- Visitors will be required to read a child protection declaration. This lists the Designated Safeguarding Lead, Laura Hutchings, and notes that the full safeguarding policy can be found on the school website.
- All visitors will be required to wear a visitor badge – the badge must remain visible throughout their visit. The safeguarding declaration is placed in the back of the badge.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.
- The School will hold an Approved Visitor List for visitors who frequently visit the school site to undertake work within the school (including volunteers, contractors and supply staff).

- To qualify for this list the school must have completed full safeguarding checks for the visitor. This will include a current clear enhanced DBS check. Details of the safeguarding checks will be recorded on the School's Central Register.
- Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in at the visitors' e-Monitor).
- On departing the school, visitors MUST leave via reception and sign out at the visitors' e-Monitor, return the visitor badge to reception and a member of staff should escort the visitor to the car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

8. UNKNOWN/UNINVITED VISITORS

- Any visitor to the school site who is not wearing a visitor badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to reception to sign the visitors' e-Monitor and be issued with a visitor badge. The procedures under 'Control of Visitors' above will then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head or Bursar (or Senior Manager if neither is available) should be informed promptly.
- The Head/Bursar or Senior Manager will consider the situation and decide if it is necessary to inform the police.
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.
- A public footpath (Coffin trail) runs through the school site, from the main gate to the rear of the Pre-Prep building and over a stile into the church yard. Any walkers who stray from the path should be reminded of the route and checked that they follow it accordingly.

9. LOCKDOWN PROCEDURES

The school has a lockdown system that is operated via the telephone system and a klaxon on the Prep building. **All staff must familiarize themselves with the lockdown system.** Further information is given in the Lockdown Policy (Appendix 1).

10. SUPERVISION OF PUPILS

Our security arrangements also include the handover arrangements for the start and end of the school day:

- Drop off procedures – Parents of Prep children can leave their children at the Main gate at the start of the school day. A member of staff is on duty there from 8.15am. Pre-Prep parents wait with their children at the rear of the Pre-Prep building until the children are

admitted by a member of staff. All members of staff ensure that doors are closed securely behind them. Children arriving after 8.30am report to the school reception office or Manor office. Parents are phoned immediately if a child is not present at morning registration and if the school has not been informed about an absence.

- During the school day – there will be sufficient staff supervision while children are in the woods, playing fields or external areas at break times.
- Collection procedures – staff accompany children to the designated area for collection by parents. Children stay with their teacher or activity leader until parents collect them. Children are only released to parents unless advance notice has been given in writing by parents that a friend or relative will be collecting them.

Detailed procedures are included in the Supervision Policy.

11. EXTERNAL USERS

External users may use school premises out of school hours. Our security and safeguarding arrangements, fire procedures and where relevant, swimming pool rules, are shared with them regularly. The school insists on being provided with DBS certificates for external staff, evidence of sufficient liability insurance and risk assessments. External users are provided with keys and given instructions on securing the site at the end of sessions.

12. SUPERVISION OF CONTRACTORS

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children. They will therefore be controlled as follows:

- All will be given visitor badges and be expected to wear them.
- They will only park where authorised to do so.
- They will only carry out work agreed at the start of the contract and at the times agreed. Work is done where possible out of school hours and during holidays.
- They will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

13. LONE WORKERS

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

14. PHYSICAL SECURITY MEASURES AND CCTV

The Governing Body, Head and Bursar have considered the need to use physical measures such as fencing, electronic access controls and CCTV to ensure the safety of staff and pupils.

The Bursar will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school.
- Past incidents related to security.
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

The boarding accommodation is locked at night and an intruder alarm set by the Housemaster or Night Matron.

A CCTV system was installed in December 2019. Currently there are 4 cameras covering the main car park and gate, rear of the Pre-Prep building, and the public footpath. These are monitored in the school reception office. The system is operational 24 hours a day, all year around and recordings are kept for a maximum of 30 days. Our CCTV Policy (Appendix 2) documents procedures, controls and compliance with data protection regulations.

15. CASH HANDLING

The school does not keep large amounts of cash on the premises, any cash is kept securely locked away. Cash is not handled in visible areas and banking is done at irregular times.

16. VALUABLE EQUIPMENT

All items above the value of £1,000 will be recorded in the school asset register.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

17. PERSONAL PROPERTY

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property.

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

18. MEDICINES

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in a cupboard in the Surgery. Unused medicines will be returned to parents. Further details are given in the First Aid and Administration of Medicines Policy

19. MONITORING AND REVIEW

The Head and Bursar will monitor the performance of this policy and report breaches, failings or security related incidents to the Governors' Health & Safety Committee.

Governors will monitor performance via the Health & Safety Committee termly report.

This policy will be reviewed annually by Head and Bursar.

Appendix 1 - Lockdown Policy

Contents

- 1** Intent
- 2** Scope
- 3** Guidelines
- 4** Lockdown procedures
- 5** Full lockdown
- 6** Partial lockdown
- 7** Communications between parents and the school
- 8** Emergency services

1. INTENT

The purpose of this policy is to ensure that pupils and staff are safe in situations where there is a hazard on the school grounds or outside the school that require pupils and staff to be locked within buildings for their own safety.

2. SCOPE

This policy applies to all employees, volunteers, parents & carers as well as pupils and any visitors to the school site. It covers the procedures and personnel responsibilities when the school is required to go into lockdown. This will usually occur if there is a dangerous intruder on school grounds, but may also occur in some circumstances in the event of a hazardous situation such as a chemical spill or extreme weather event, which makes it dangerous for pupils, staff and visitors to be outside.

3. GUIDELINES

Lockdown and partial lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, pupils, parents or visitors.

The procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. This may also include where there is a need to restrict the movement of pupils around the school environment.



Upon hearing the alert for a lockdown the procedures for a *full* lockdown will always be implemented (worst case scenario). As soon as possible staff to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required.

Copies of this policy will be disseminated via the school website, MIS portal and notices in the school offices and other appropriate areas around the school.

The Bursar, in conjunction with the SMT, will schedule at least one practice lock-down drill per year at differing times and the Bursar will be responsible for ensuring all staff members are clear about the procedure before the practice drill takes place. Due to the predominantly young age of children at Dorset House, a drill involving pupils is not appropriate.

4. LOCKDOWN PROCEDURES

In the event of an emergency, the Head, or, in his absence the Bursar or Deputy Head, will make the decision, in consultation with police when deemed necessary, as to whether the site needs to be locked-down.

School lockdown will be initiated from the school offices by an emergency message sent over the phone system speakers together with a klaxon sounded on the side of the Prep building.

The all clear message will be broadcast over the phone system.

5. FULL LOCKDOWN

- In the event of a lock-down, the lockdown message and klaxon will be sent from the school office under advice / direction from the Head, Bursar or member of SMT as applicable to the event.
- It is mandatory that all pupils and adults remain in the building / classroom / office they are in at the time. Pupils must be closely accompanied by staff at all times.
- Staff members who are not teaching at the start of lock-down should go to the nearest classroom.
- Staff offsite with pupils will be phoned by the school office to inform them of the lockdown status.
- Staff should check common areas for pupils and direct them to the nearest classroom, this also applies to visitors not matching any intruder description.
- The school office will act as the Communications Office.

- Where children are not in their classrooms, they must be directed by staff as follows:

Area/Time	Refuge
Break Time - outdoors	Closest classroom/building as directed by duty staff
Pitches/Forest School/Swimming Pool	Prep Building (Wildbrooks)
Music School/Art & DT/Learning Devt	Remain in rooms
Dining Room/Library/Boarding/Surgery	Dining room
Barn	Remain in Barn

- Windows and blinds and fire exit doors should be closed and the room door locked wherever possible. Where the door is not lockable, staff to place furniture against the door to hinder access.
- Pupils and staff should be positioned seated against the door wall in the most non-visible corner.
- Pupils are not allowed to use any electronic devices.
- Pupils and adults are to remain quiet at all times.
- Where practicable, staff should contact the school office by email (sobrien@dorsethouseschool.com) to confirm which pupils and staff are present, stating which area of the school they are in. **Please do not phone the school office as this will tie up the telephone lines that are needed for contacting the emergency services and communicating instructions.**
- Pupils and adults should remain in this position until "all clear" is announced by a member of the Senior Management Team.
- Parents should be contacted about the time and place to pick up their child, if appropriate, (see below).

6. PARTIAL LOCKDOWN

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. This would be where pupils need to stay in their classroom and not wander around the school site. It may also be as a result of a major incident occurring in the school which it may not be appropriate for pupils to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

‘Partial lockdown’ is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate and need to revert to a ‘Full Lockdown’.

De-escalation from ‘Full Lockdown’ to ‘Partial lockdown’ will be determined by the Head, Bursar or Deputy Head or senior member of staff present and conveyed over the site by a public address over the phone system.

Immediate action:

- All staff and pupils remain in buildings and external doors and windows locked and blinds / curtains closed.
- Movement may be permitted within the school buildings dependent upon circumstances which will be conveyed by telephone from the Head or senior staff member but this must be supervised by a member of staff.
- All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on the information available and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and pupils.
- During the lockdown, staff will keep agreed lines of communication open, via phones, mobiles and computer email, but will not make unnecessary calls to the school office as this could delay more important communication.

7. COMMUNICATIONS BETWEEN PARENTS AND THE SCHOOL

- In the event of an actual full lockdown or partial lockdown, any incident or development will be communicated to parents as soon as is practicable along the lines of:

Dorset House School is in a full/partial lockdown situation. We are in contact with emergency services. Please do not attempt to visit or phone the School. Please wait for further instructions and information.

- Parents will be given enough information about what will happen/is happening or has happened so that they are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure their safety.
- Parents are asked not to contact the school during a lockdown or immediately afterwards. Calling the school could put pupils safety at risk as lines of communication are needed for contacting emergency providers, outside agencies, or parents as required;
- Parents are asked not come to the school. This could interfere with emergency provider's access to the school and may even put themselves and others in danger.
- Parents need to wait for the school to contact them about what happens next and when it is safe for them to collect their children, and where this will be from (if this is deemed necessary). Parents need to be aware that their child's day may be extended beyond any normal collection times.
- Parents will be informed when the all-clear has been given.

8. EMERGENCY SERVICES

- It is important to keep lines of communication open with outside agencies and the emergency services as they are best placed to offer advice as a situation unfolds.
- The school site may or may not be cordoned off by emergency services depending on the severity of the incident that has triggered the lockdown.
- It is of vital importance that the School's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year during an INSET day.

Appendix 2 – CCTV Policy

Contents

- 1 Introductions
- 2 Aims of this policy
- 3 Objectives of the system
- 4 Positioning
- 5 Maintenance
- 6 Supervision
- 7 Storage of data
- 8 Access to images
- 9 Complaints and queries

1. INTRODUCTION

The rural, open location of the Dorset House School site makes it impossible to secure the perimeter so we have therefore looked at alternative ways of providing security both for our pupils and the public and also to assist in the prevention of theft or damage to the school or its property.

The main legislation in this area is the General Data Protection Regulation 2018 (GDPR) and the Education (Independent School Standards) Regulations 2014. Other legislation not directly relevant to independent schools, but applicable to general principles, include the Regulation of Investigatory Powers Act 2000 and the Protection of Freedoms Act 2012.

We have notified the Information Commissioner's Office (ICO) that Dorset House School operate a CCTV system.

2. AIMS OF THIS POLICY

The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at Dorset House School (the **School**). It also serves as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the **System**).

The System is administered and managed by the School, who act as the Data Controller. This policy is reviewed regularly and should be read with reference to the School's Privacy Notice

(available on our website). We conduct an annual audit and review of our use of CCTV using the checklist in Appendix 2 of the ICO's CCTV Code of Practice, <https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

This was last completed in December 2020.

The School's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the School believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

3. OBJECTIVES OF THE SYSTEM

- To protect the personal safety of pupils, staff, volunteers, visitors and members of the public.
- To protect the School buildings and equipment, and personal property of pupils, staff, volunteers, visitors and members of the public.
- To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.
- To monitor the security and integrity of the School site and deliveries and arrivals.
- To monitor staff and contractors when carrying out work duties.
- To monitor and uphold discipline among pupils in line with the Code of Conduct, which is available to parents and pupils on request.

4. POSITIONING

- Locations have been selected that the School reasonably believes require monitoring to address the stated objectives.
- Adequate signage has been placed in prominent positions to inform staff and pupils that they are entering a monitored area, identifying the School as the Data Controller and giving contact details for further information regarding the system.
- No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities.
- No images of public spaces will be captured except to a limited extent, the public footpath which runs through the school property.

We have 4 CCTV cameras, all of which are equipped with night vision, and are monitored from a screen in the main school office. Two cameras face the school car park and main gate and two cameras monitor the rear of the Pre-Prep building and public footpath.

5. MAINTENANCE

- The CCTV System will be operational 24 hours a day, every day of the year.
- The Bursar will check and confirm that the System is recording and that cameras are functioning correctly, on a regular basis.
- The System will be checked and (to the extent necessary) serviced regularly.

6. SUPERVISION

- The Bursar and the Admin Assistant are trained in operating, recording and retaining images taken. They are aware of the procedure for handling requests for the disclosure of an image by individuals. If in doubt, the Information Commissioner would be consulted.
- Images will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of or opportunity for access to unauthorised persons.

7. STORAGE OF DATA

- The day-to-day management of images will be the responsibility of the Bursar and Admin Assistant.
- Images will be stored for approximately 30 days and automatically over-written unless the School considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or local authority.
- Where such data is retained, it will be retained in accordance with GDPR and our Privacy Notice. Information including the date, time and length of any recording if applicable, as well as the locations covered and groups or individuals recorded, will be recorded in a log book kept by the Bursar.

8. ACCESS TO IMAGES

- Access to stored CCTV images will only be given to authorised persons, under the supervision of the Bursar, in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access). Stored images will be password protected.
- Individuals also have the right to access personal data the School holds on them (please see the Privacy Notice on our website), including information held on the System, if it has been kept. The School will require specific details including at least to time, date and camera location before it can properly respond to any such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable.

- The Bursar will check the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples when the Bursar may authorise access to CCTV images:
 - Where required to do so by the Head, the Police or some relevant statutory authority;
 - To make a report regarding suspected criminal behaviour;
 - To enable the Designated Safeguarding Lead or her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern;
 - To assist the School in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian will be informed as part of the School's management of a particular incident;
 - To data subjects (or their legal representatives) pursuant to an access request under GDPR and on the basis set out above; or
 - To the School's insurance company where required in order to pursue a claim for damage done to insured property.
- Where images are disclosed, a record will be made in the log book including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).
- If images are provided to third parties, wherever practicable steps will be taken to obscure images of non-relevant individuals.

The following staff have access to the CCTV:

- Bursar (System Manager)
- Headmaster
- Estates Manager
- Admin Assistant
- IT consultant

9. COMPLAINTS AND QUERIES

Any complaints or queries in relation to the School's CCTV system, or its use of CCTV, or requests for copies, should be referred to the Bursar via the school office or by email (bursar@dorsethouseschool.com).