



Policy

Security Policy August 2017

Introduction

Oakham School aims to provide a safe and secure environment in which pupils can learn and thrive, staff can work and visitors can access the School within a secure framework. This Policy sets out the methods and procedures in place to ensure that personnel, buildings and grounds are protected, along with all equipment used within the School campus.

Useful numbers:

Security: 01572 758 666 or x666 internally
(this internal extension goes through to mobile telephone of the on duty Security Marshal out of normal office hours and the Estates office during the day).
Estates Office (8am-4pm): 01572 758 777 or x777 internally

Medical Centre: 01572 758 555 or x555 internally

See below for appendices:

Appendix A: Flow-chart for response to a security incident on the campus

Appendix B: Flow-chart for House staff in response to a security incident in House

RESPONSIBILITY FOR SECURITY OF THE CAMPUS

The Estates Manager and Marshals

- The Estates Manager is responsible for the physical security of the buildings, for ensuring that non-House areas and school gates are locked at the close of every day and for carrying out regular checks of the site. The Estates Manager has a team of Security Marshals who work on a rota to provide a call out and security service every evening between the hours of 1630hrs and 0800hrs 7 days a week, and 365 days a year, including public holidays. During the working day 0800hrs to 1630hrs, this service is provided by the Estates Office.
- All external School gates are closed and locked as part of the Duty School Marshal's site rounds which take place at 19:30 and 22:30 each evening. Some gate closure times may vary due to building use (see Appendix C for timings).
- The marshal carries a school mobile phone whilst working or on call. The security number (666 or external 01572 758666) is widely published on documents and in the "Red Book".
- The marshal is required to log all incidents and action taken in the security electronic diary (One note), which is reviewed by the Estates Manager.
- In the event of a fire, once the Fire Service has been summoned, the marshal must be informed by the HM/HoD/responsible person and then be available to assist the Fire Service and its staff.
- There are a limited number of CCTV cameras installed around the campus. These are maintained by the Estates Department with the access to recorded content managed by the Director of Operations and Strategic Planning.

BUILDINGS AND PHYSICAL SECURITY

- Access to all Houses is managed by a key-code at all times as are most teaching buildings outside teaching hours. All House windows have restrictors fitted in line with National Minimum Standards (2015) for Boarding.
- An adult is present at all times in Boarding and Day houses when pupils are present. All Houses have a matron present for the majority of the day. Resident staff in Boarding Houses and Day Housemasters are all trained in First Aid and the use of fire extinguishers. Boarding houses have door alarms fitted to all external doors which would alert the House staff if opened.
- The Library remains open and supervised until 9:15pm. on weekdays, 4 pm. on Saturdays and 6 p.m. on Sundays.
- Heads of Department and Housemasters are responsible for ensuring that their buildings are secure at the end of the working day (see section titled "The Estates Manager" above for checking and gate-locking policy). Frequent reminders are given to this effect.
- Security lights are used to protect the outside of our buildings in dark areas. Each Autumn, after dark, the Estates Manager or his or her deputy, the Health & Safety Officer and the Senior Deputy Head will carry out a lighting audit survey of the site to check for adequacy of lighting.
- CCTV cameras are installed in a small number of external areas. All cameras are equipped with night vision and are vandal and weather proof.
- The School has notified the Information Commissioner that it 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. A biennial audit and review of our use of CCTV is carried out and signs are displayed near the cameras, warning of their usage.
- The majority of external doors have automatic door locking facilities with key pad codes which are changed termly. Exception include the Barraclough and the Library which do not have key pad codes. The Chapel Close building, the Bursary building, the Library, CCF and the IT Building have intruder alarms. The MOD services and maintains the CCF building alarm. All other intruder alarms are maintained in-house.
- The School commissioned a report on its security arrangements from Archbold Consulting, a leader in the education sector, in May 2017 and will be implementing, over time, a number of recommendations.

Teaching Staff on Duty

A rota of Duty tutors is managed by the Deputy Head (Pastoral and Co-curricular) to ensure that at least one member of the teaching staff is always present on duty in Boarding and Day Houses and in order to supervise Day pupils whenever they are in the school outside normal school hours. 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. Duty Tutors are responsible for the evacuation of pupils in the event of a fire, and for the Security of the building and the welfare of the pupils while they are on Duty.

Intruders on the campus

Oakham School aims to continue to be a good neighbour within the Town community and acknowledges that some areas of the School are used as short cuts to the local Primary School and nearby housing estate during the working day. However, Staff are expected to challenge any person they suspect of trespassing on the

campus if they feel confident to do so. A flowchart on the School intranet outlines the reporting structure for ensuring that Estates/Security and the Senior Leadership Team are made aware of a trespasser or unusual activity. Pupils are encouraged to deny access to any visitors to House and direct them to the responsible adult on Duty.

Oakham does not have a formal method of identifying permanent staff via name badges or lanyards. Photographs of teaching staff are maintained on the School's database and the Estates, Grounds and Sports Department wear an identifying uniform. Contractors are identified by a green lanyard and purple Oakham school high visibility vest. A Contractors Policy is in place to manage contractors working at Oakham School.

A Flowchart is provided on the Staff Intranet/Emergencies as guidance on action to be taken regarding intruders on the campus. It is also attached as an appendix to this Policy.

In the event of an intruder threatening staff, pupils or school property staff should contact the police, (telephone number 101 for non-emergencies, 999 for emergencies) for assistance and inform the duty marshal. In other less critical situations the staff should contact the Security marshal directly if outside normal working hours and the Estates Department during the working day.

Medical Support

There is a qualified nurse on duty in the Medical Centre for each full working day including evenings during term-time who is available to administer First Aid, to deal with any injuries to pupils or staff, or to help if someone is taken ill. At other times there is a nurse on call. A duty doctor is on call at all times in term time. A large number of Teaching and Support staff are trained and qualified as First Aiders and are able to give emergency First Aid. Qualifications in First Aid are required for all resident staff, matrons, teachers in charge of Sports and trip leaders and nominated members of each department (both Teaching and Support). The names of appropriate First Aiders are published on First Aid notices that are displayed in each building and Teaching staff with First Aid qualifications are listed in the School's database (OSIS). There are First Aid boxes in all Houses and departments which are regularly checked by a member of the medical centre staff. Out of term time, medical assistance can be gained via the local NHS provided facilities and 999 in all emergency cases.

Unsupervised Access by Pupils

Oakham School ensures that pupils do not have unsupervised access to potentially dangerous areas, such as the Swimming Pool, the Science laboratories, the Design Technology rooms, CCF store etc. Doors to these areas are kept locked at all times when not in use. All flammable materials are kept securely locked in appropriate storage facilities. Pupils do not have access to the Estates, Grounds, Maintenance and Catering areas of the school.

VISITORS AND CONTRACTORS

All visitors and contractors (other than parents) are required to sign in at Chapel Close, the Library, the Estates or Domestic Operations Offices, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. Contractors are issued with a purple Oakham contractor high visibility vest. All staff are expected to escort their visitors whilst they are at the school and to ensure that they sign out (and return their badges) on leaving. On occasion, visitors may be allowed to eat lunch in the Barraclough dining hall but must be accompanied by a member of Oakham School at all times. Oakham School has a Contractor Policy which is available to all staff on the School intranet.

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.

Disabled Visitors

Oakham School has an Accessibility Plan which reviews disabled access to the School and aims to make the School as easily accessible as possible within the constraints of its historic buildings and extensive campus. Disabled parking bays have been marked in Schanschieffs car park and outside the Barraclough/QET and at BAFS Pavilion. The School continues to progressively introduce facilities for wheelchair users as buildings are upgraded including ramps, ambulant toilets and disable refuge points as part of fire evacuation strategies.

Use of School Facilities by Members of the Local Community

A number of local community groups use the Sports, Music and Drama facilities outside normal school hours, at weekends and in the holidays. We regulate their use through formal hire agreements. Terms and conditions are negotiated with the Sports Facilities Manager or Development Director who is responsible for the School's commercial activities, covering practical matters such as hours of usage, insurance and security. A marshal is always on site when outside groups are present.

Parking Facilities and Deliveries

There are warning signs restricting speed to 5mph, internal pedestrian crossings and speed humps to restrict speed. We require all delivery lorries to be fitted with audible reversing alarms. As at the date of this policy, the coverage of these speed restrictions is being reviewed. Catering deliveries are banned outside the Barraclough (the School's central dining facility) between noon and 2pm.

Lone Working

Members of staff who are working alone must ensure that they have access to a telephone and should ensure that they are locked in if working outside normal school hours. Staff should ensure that the Head of Department is always aware of their whereabouts. Although admittedly this may be difficult to achieve outside school hours, it should be carried out where possible. Staff are advised not to use lifts in buildings that they are lone working in outside of normal working hours.

SECURITY OF PERSONAL POSSESSIONS AND PUPIL WHEREABOUTS

Pupils' personal items

Every pupil is given a locker for the secure storage of his or her personal possessions. Our boarders have lockable storage facilities in their boarding houses. We encourage pupils not to bring large amounts of money or valuables to school. We advise pupils that if they have to bring more money than usual into school because of some planned after school activity, that they can store it securely with their Housemaster.

Pupil whereabouts

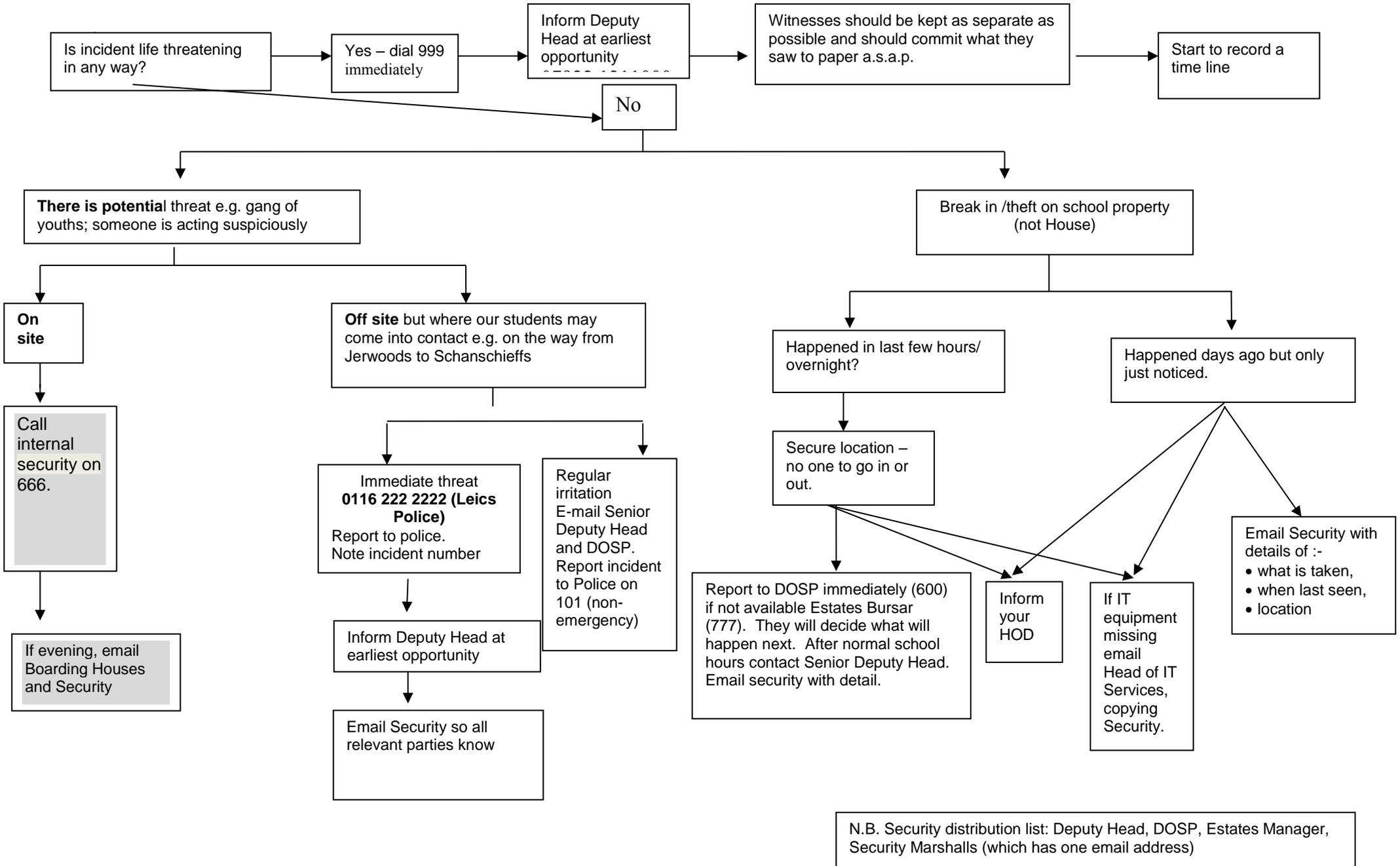
Rules relating to pupil whereabouts are published in the Redbook. The extent of formal supervision is relaxed as pupils move up the school: they are given more unrestricted time and relaxation of bounds during the day, with significant changes at the start of the Third, Sixth and Seventh form. It is, however, the Housemaster's duty to know the whereabouts of all boarding pupils from 6.00 p.m. onwards and overnight via a signing in and out process. Below their Seventh Form, Boarding pupils should not be out of school bounds after 6.00 p.m. without an accompanying adult unless going to, or coming from, a school event. In these circumstances the pupils should go in groups of two or more whenever possible.

Linked Material

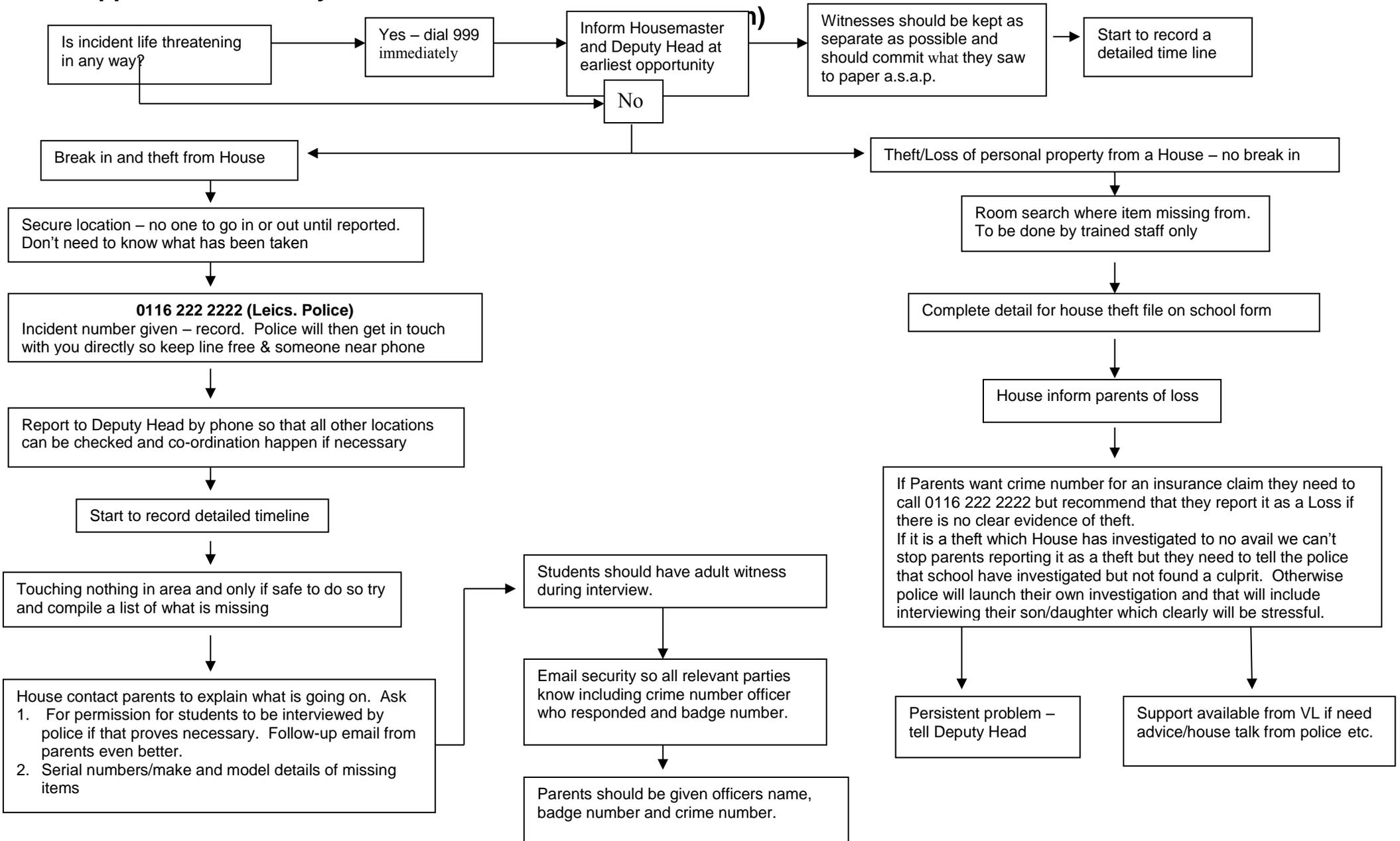
- a) House and Department risk assessments
- b) Marshal's security diary
- c) Emergency Accident Procedure, School Rules and Expectations in the Red Book and intranet
- d) Oakham School First Aid Policy
- e) Oakham School Fire Safety Policy
- f) Swimming Pool Safety Policy
- g) Oakham School Accessibility Plan
- h) Parking Safety Survey (Nov 2010)
- i) Oakham School Lone Working Policy
- j) Oakham School Contractors Policy

Author: Director of Operations & Strategic Planning
Revision: August 2017
Next Revision: August 2018

Appendix A: Flow-chart in response to a security incident



Appendix B: Security Flow Chart for House Staff



Appendix C

		
Locking Up Times		
Gate	Locking up time (hrs)	Comment
Schanschieffs - In	1930	
Schanschieffs - Out	2200	
Schanschieffs - Pedestrian	1930	
Jerwoods - Peterborough	1930	
Jerwoods - Lincoln	1930	
Buchanans / Rushbrookes	1930	
Barradough - Main	1930	
Barradough - Pedestrian	2200	7th Form need access until late up to the Library
Deanscroft Drive	2200	
Wharflands - Main	1930	Possible argument for 2200 because of non school use of Sports Centre
Wharflands - Pedestrian	2200	
Art & Design - Corner	1930	
Art & Design - Yard	1930	On Thursdays the Art teacher on duty will lock that gate when session finishes at 21.00hrs
Sports Hall (Kilburn Road)	2200	Pupils playing on Astro until quite late
BAFS Pavilion	1930	
Chapel	2200	7th Form need access until late up to the Library
Main Gate - Market place	2200	
Ashwell Road	2200	
Notes:		
1. Times are indicative and the earliest a gate will be locked. Note that it takes about 45 minutes to get around the whole site. Duration also dependent on the extent to which buildings need to be entered to turn off lights.		
2. School Marshals are:		
- Paul Williams		
- Shawn Williams		
- Chris Dook		
- Dean North		
- Robert Donnor (standby)		
3. There are two circuits each night to lock up.		
4. Security do not open up in the morning. This is carried out by the first member of staff reaching the gate.		
5. All gates use padlocks, not combination locks, and are on A1 keys which all staff have.		

Updated August 2017
Review August 2018