

All Hampstead Hill School Policies are always to be read and considered in conjunction with Equal Opportunities, Race Equality and Inclusion Policies. This Policy of Hampstead Hill School applies to all sections of the school including the Early Years Foundation Stage.

Hampstead Hill School

Health and Safety Policy:

Visitor Control



Introduction

The importance of ensuring the security of premises with regard to both people and property cannot be stressed enough. Good security allows both staff and pupils to feel safe and confident in their surroundings.

The School has included a section in security in the Annual Staff and also the Parent Survey to ensure that the issue of site security is the subject on re is continued feedback.

Ofsted Expectations

Inspectors take into account the extent to which the school takes reasonable steps to ensure pupils are safe on the school site, for example by monitoring visitors or volunteers or those using the school premises during school time?

Does the school have adequate security arrangements for grounds and buildings?

Whilst this statement is open to interpretation by an inspector, in a health and safety context 'reasonable' means taking into account costs, sacrifice, resources etc. against any potential risk and recognising that there is a balance between community access, the undesirable 'fortress school' and safeguarding.

Risk Assessments

Schools would not be found inadequate solely due to site issues such as footpaths running through school playing fields, holes in fences etc. but it is important schools have assessed and mitigated any such risks and ensured pupils are aware of them.

In order to demonstrate that you have taken all reasonable steps to control visitors you should ensure that a robust risk assessment is in place for the effective supervision of pupils in each area of the school.

E.g. Playgrounds, Playing field / play equipment etc

Whilst this also deals with the wider issues of crime and security many of the physical controls it advocates would, where able to be implemented, demonstrate you have taken reasonable control of visitors during the school day.

The boundary of the school is to be clearly defined and consistent around the entire perimeter. Fencing and gates should be in good condition, at least 1.8 metres high. Fencing >2M high may require planning permission, particularly if adjacent to a highway.

For effective security, fencing such as weldmesh, super 70 etc. is recommended. (Chain link should not be used for new installations as it's easily distorted or removed and is an ineffectual barrier to intruders).

Unless particularly dense and well developed, hedging is generally not acceptable, robust planting in conjunction with secure fencing can help aesthetically.

Gates

Lockable perimeter gates (with anti lift hinges) should match fencing heights, avoid features which assist climbing.

Gates should always be locked when the school is not in use. Closing gates (both pedestrian and vehicle) during the school day can also provide a deterrent to casual access.

Site Layout

Clear boundaries and signage removes any excuse for visitors wandering and aids staff in challenging those on site.

Prominent signage should be displayed at all access points, car park etc. directing visitors to the main entrance / other services on site and internally to the reception point (if required).

Clearly defined route(s) to be in place between site entrance(s) and main reception, with direct access to children by visitors to be avoided, this may require additional fencing internally to assist in 'directing' visitors to the main entrance and restrict uncontrolled access to other areas of the site. (e.g. playgrounds). The height and style of such fencing will vary according to location and aesthetic of the school, generally 1.2M high would be recommended as a minimum height.

The number of entrance points on to the school site during the day reduced to the minimum practicable and preferably restricted to one, multiple pedestrian routes to be available only at the beginning and end of the school day. (e.g. locked / unlocked by site staff)

Main access route to have natural / informal surveillance.

Where sites are very large and/or have multiple buildings, consideration should be given to fencing in strategic internal locations to create an inner cordon instead, either circling the buildings or linking them together.

Building design

Casual access to other parts of the premises should be prevented as far as practicable and the number of freely available access doors minimised.

External classroom doors can be made more secure through simple measures such as removal of the external handle in order it may be opened from inside only, or access restricted to staff use e.g. through keypad, proximity reader etc.

Where such doors are designed to be used as a fire exit they must remain immediately openable internally without the use of a key.

Reception

Reception should have full view of anyone entering the school and be in close proximity to the main entrance.

Visitor access should be controlled by reception through an electronic entry system such as intercom / buzzer entry.

Where practicable visitors should enter into a secure / sterile lobby area with access beyond reception controlled by office staff, numeric key pads, proximity readers etc. (Similar entry systems may also be required on other external / internal doors in addition to the main entrance.)

Key codes on security doors should be regularly changed, including when a member of staff leaves.

Electronic access doors

In all cases doors with electronic locks fitted must fail in the open position and open automatically upon:-

- Operation of the fire alarm system;
- Loss of electrical power;
- Operation of an adjacent override;
- Loss of power / fault with the fire alarm system.
- Procedures for dealing with visitors

All visitors, including contractors, should sign in and be asked to produce evidence of their identity –where appropriate.

School sites should institute an identity badge system to enable staff to differentiate between authorised callers and those who have not followed the required reporting procedure.

Staff should be instructed to politely challenge any person not displaying identification and direct them to the main reception. Pupils should be encouraged to inform staff of any suspicious people they have seen.

Date adopted: March 2013

Name: Andrea Taylor

A handwritten signature in black ink, appearing to read 'Taylor', is written over a light grey rectangular background.

Signed: