# Security, Access Control and Lone Working Policy

## St. Francis' College

September 2026

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## Introduction

The 'College' refers to all the staff and pupils of the Prep Department and Senior School which includes Early Years Foundation Stage (EYFS), Pre-Prep (Key Stage 1), Prep (Key Stage 2), and Senior School (Key Stages 3-5).

Our policy for the security and workplace safety at St. Francis' College is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go as much as is practicable. Its second objective is to help protect our buildings and grounds, together with the equipment belonging to the College and the personal possessions of everyone in our community.

The college recognises that effective security and access control are essential to safeguarding pupils, staff, visitors and wider college community. Appropriate measures will therefore be implemented to manage access to the College premises, prevent unauthorised entry, responds appropriately to secure concerns and ensure that individuals are aware of their responsibilities in maintain a safe environment.

The college also recognises that some staff may, as part of their duties, be required to work alone or outside of normal working hours. Lone working can present additional risk, and the college is committed to identifying and managing these risks so far as is reasonably practicable. This includes ensuring that appropriate procedures, communication arrangements, and emergency measures are in place to support the safety and wellbeing of staff working alone.

**RESPONSIBILITIES:**

## Operations Manager

The Operations Manager is responsible for the administration of health and safety matters, and works on behalf of the Head, the SLT and the Inspired Learning Group (ILG) by providing and interpreting policy.

## Area Health and Safety and Compliance Officer

The Area Health and Safety Manager alongside Operations Manager and delegated Maintenance Technicans are responsible for the overseeing the physical security of the buildings. Responsibility for locking and unlocking external buildings and windows at the start and close of every day, switching on and off security alarms and for carrying out regular checks of the site (both when it is occupied and unoccupied) is delegated to the caretaking team. The Operations Manager ensures that a member of the Caretaking staff is on duty during College working hours, and that a procedure is in place for emergency response out of hours and during College holiday periods and weekends A Caretaker always remains on duty (as opposed to on call) until they have checked that the building is locked and empty. The duty Caretaker carries a mobile phone, and a College radio during the weekdays until 6pm. The Operations Manager and Reception and other members of the site services team all hold radios on the same network.

A Caretaker will summon the Emergency Services, if the security or fire alarms go off outside the hours that the school office is staffed. The fire alarm system will automatically call the emergency services if designated key-holders are not contactable. A separate procedure is in place for Out of Hours Emergencies.

## The Network Consultants

The Network Consultants are responsible for maintaining a safe IT technical infrastructure at the College. Their 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. All College computers, printers, copiers, scanners, projectors, screens and other electronic equipment are marked with an indelible code or tamper proof label, and a register is maintained of all equipment showing: make, date of purchase, cost and location in the College.

## Teaching and non-Teaching Staff on Duty

At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the College outside normal College hours. Pupils are not allowed to be unsupervised on site and are expected to go home or to their Boarding Houses by 4:15 pm or by 6:00pm if staying for Prep in the Library. Members of SLT do a check of the building after College to ensure all pupils are in the appropriate place. Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into College out of hours. Staff are on duty in the Boarding House in the evenings and at weekends. Pupils are able to call on a member of staff at any time if necessary.

**Pupils who arrive earlier than 8:15am may wait in the College library from which they can contact boarding staff before 8:00am or reception staff after 8:00am.**

## RISK ASSESSMENTS

The Operations Manager has reviewed the conducted risk assessments on the security and safety of the grounds and all the buildings. A copy of this policy is in the staff section of the College's intranet and on Smartlog and the relevant Risk Assessments are kept in each of their offices, with a central register being maintained by the Area Health and Safety manager. These risk assessments are included on the site Risk Assessment Register.

## VISTORS AND CONTRACTORS

All visitors and contractors are required to sign in at our Reception using the electronic EntrySign system, where they are issued with a photographic visitor's badge, which should be worn at all times. They are shown the College's emergency evacuation notice and the way to the assembly point through a visitors welcome sheet. Visitors and contractors wait in the Reception Area and are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the College and to ensure that they sign out and return their badges on leaving.

The special arrangements for our Nursey are described at the end of this document. Otherwise, this policy applies throughout St. Francis' College.

When large numbers of visitors are at the College 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. Any such event is subject to our risk assessment policy.

## ACCESS CONTROL

There are electronic vehicle gates at the Spring Road entrance is linked to Reception. The pedestrian gates are locked during the College day and overnight, with the exception of the main front gate. All entrances to College buildings are protected by numerical key pad entry systems, the codes to which are rotated termly. Individual EFYS classrooms are similarly access controlled. During College holidays a separate signing in procedure applies for contractors under the instruction & supervision of the Area Health and Safety manager.

## Parking Facilities and Deliveries

There are clear signs directing visitors to our visitors' car park at the front of the building near Reception. Similarly, the delivery entrance is clearly marked.

There are warning signs restricting speed to 5mph, and speed humps to encourage careful driving. Removable bollards are used to restrict traffic flow around the site meaning that vehicles wishing to cross from one side to the other cannot do so and must use the public highway. Deliveries are received at the delivery gate which is not on a permitted route for pupil traffic. A separate Vehicle & Movement Risk Assessment is in place.

## Reception

The College Reception is manned between 8.00am and 6.00pm during weekdays in term-time and between 8.00am and 5.00pm during half terms and College holidays, apart from the Christmas closedown. The master fire alarm panel, showing the location of all alarm call points is located behind the College kitchen and attended by a Caretaker and/or the Operations Manager in the event that the alarm sounds. There is a radio at Reception which can be used to contact the site services team as required. If the fire alarm or burglar alarm is triggered, then the external monitoring stations (Southern Monitoring or ACE) are informed and they in turn work through the emergency contact phone list. If Southern Monitoring fail to make contact with designated key- holders then the appropriate emergency service is automatically called. If an onsite staff member is contacted, an assessment is made of whether emergency services are required, and action taken accordingly.

## TRAINING

All staff receive a briefing on security and workplace safety within their first week at the College. This includes advice on:

- Supervising pupils, where new members of the teaching and boarding staff are given training in registration, and in the arrangements for supervising pupils.
- Safeguarding the College's property. Staff are asked to follow an agreed procedure for taking equipment, such as laptops off the site, and for returning them.
- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Arrangements for late and lone working.

Staff who work in the Nursery Department or with EYFS children receive induction training that covers the needs of our youngest pupils.

The briefing also covers:

- The procedure for booking in visitors and escorting them.
- The value of being curious about strangers, and of reporting concerns.
- The regime of login and password protection for electronic equipment.
- How academic, medical and boarding staff are trained in keeping pupils safe. (See policy on Induction of new staff in Child Protection).

More detailed and specific training is given to the Caretaking teams and to the staff who work in Reception.

## LONE WORKING

If a member of staff wishes to work after 6.00pm when reception closes during weekdays, they should inform the on duty member of the reception staff, who will in turn inform the Duty Caretaker. The caretaker will be on duty until 8.00pm and staff (other than boarding staff) should not remain in the building beyond that point. Staff wishing to work at the weekends should inform the Operations Manager in writing by no later than 3.00 pm on a Friday. The Operations Manager will confirm whether the building is available and times that the building will be open. The Operations Manager will notify the Weekend Caretaker.

Staff must advise their Line Manager if they are planning on working at the weekends and provide a details of tasks.

For Safety purposes, teaching staff working at weekends should only carry out light desk duties. Any high risk activities, including the use of step ladders or other lifting or working at height equipment is not permitted.

Risk assessed activities for the caretaking and site team who work in plant-rooms are in place.

## PUPILS

We use PSHE and form discussions to promote awareness of safety amongst all age groups.
Our PSHE programmes cover personal safety, self-esteem, anti-bullying, economic awareness, health issues, drugs education, sex education, the law, fundamental British values and the safe use of ICT, mobile phones and other electronic devices.

Every pupil is given a locker for the secure storage of their 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 College. The cost of lunches is included on the College bill. We advise pupils that if they have to bring more money than usual into College because of some planned after school activity, that they can store it securely in the Head of Operations.

## BOARDING PUPILS

Please see Boarding Access Control policy.

## USE OF COLLEGE FACILITIES INCLUDING BOARDING BY MEMBERS OF THE LOCAL COMMUNITY

Local community groups use our sports and drama facilities outside College hours, at weekends and in the holidays. We regulate their use by hire agreements that cover practical matters such as hours of usage, rent, insurance and security. A member of our Caretaking team is always on site when outside groups are present. The Boarding House is informed of who is using the facilities during weekends and evenings.

## PHYSICAL SECURITY MEASURES

### External doors and windows

All external doors to buildings are fitted with code-operated security locks, which are always in operation.

### Security Alarms

Key parts of the College are covered by an intruder alarm system. The alarm is regularly maintained and conforms to British standards and is operated in accordance with the recommended code of practice. Alarms are monitored by ACE and upon an activation designated Key-holders are called. If a Key-holder is contacted, an assessment is made of whether emergency services are required and action taken accordingly.

### Gates

The grounds are surrounded by high hedges with internal fencing. Entrances have substantial gates which are locked at night.

### Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool and the science laboratories etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Further information is contained in our Supervision of Pupils Policy.

### Security of Electronic Property

All computers are password protected and cannot be accessed without a recognised login and password.

## Marking Property

All valuable and electronic property is marked clearly as a deterrent to theft. The Network Consultants maintains the register of electronic equipment and is reviewed annually. The Health & Safety manager holds an Asset Register of plant equipment.

## CCTV

The College operates CCTV to protect property and individuals on the site. Cameras are positioned around the site. Full details of the locations are detailed in the CCTV Policy.

## Security Lights

The College uses security lights to protect the outside of our buildings. They are fitted to every external door and pathway around each building and connecting with the pedestrian entrance and the car parks. A periodic lighting check is carried out by the Resident Caretaker and records kept by the Head of Operations.

## MONITORING

Physical control measures are regularly maintained and are regularly checked to ensure they are functioning.

All doors, windows and gates are checked by the Caretaker when locking up.

Regular checks are made by the Caretaker throughout the day to ensure that restricted areas remain secured.

## MAINTAINING A SAFE AND SECURE ENVIRONMENT IN OUR NURSEY / PREP DEPARTMENT

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Only allow a child to go home with someone other than their parent(s) if we have received advance permission (preferably in writing) that he or she may be collected by another adult.
- Never allow a child to leave the premises unsupervised. There is always at least one adult in charge of the outside play area - which is fenced off from the rest of the school.
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in, wear security badges and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions.
- Check all pupils out as they are collected by their parents or carers.

The entrance to the Prep Department leads to the Department's own Reception desk, which is equipped with a seating area for visitors. All visitors, including contractors, will be asked to wait there until they have signed in and their escort has arrived. The security locks make it impossible for visitors to proceed further.

The entrance to the Nursey Department leads to the Department's own front entrance, which is equipped with a vison panel. All visitors, including contractors, will be asked to wait outside until they been seen by a member of the team. The security locks make it impossible for visitors to proceed further.

## VERSION CONTROL

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| Reviewed By: | Head of Operations Manager |
| Authorised By | Head |
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