



BROCKHURST & MARLSTON HOUSE SCHOOLS

Including all of the Pre-Prep Department and Early Years Foundation Stage

PREMISES & SECURITY POLICY

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2024.

Reviewed: September 2024

Next Review: September 2026

Aim

Our aim in Brockhurst and Marlston House Prep and Ridge House is to provide a safe and secure environment for our pupils and visitors. Our Security policy ensures that we have in place effective procedures to enable us to achieve this aim and covers both indoor and outdoor parts of the School premises.

Roles and Responsibilities

The Headmaster has the overall responsibility for security.

The Headmaster will be responsible for implementing the security policy.

The Headmaster will be responsible for ensuring that: -

- 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 is carried out as needed.
- Staff know they are to release children **only** to the care of individuals named by the parent.
- Children do not leave the premises unsupervised.
- Parents are informed of security issues and encouraged to adhere to any School security procedures.
- Formal risk assessments are conducted on an annual basis and as and when circumstances change, to ensure that security arrangements are still valid. The Headmaster may designate a named member of staff to carry out these checks on his behalf.
- All crimes are reported to the Police.

Role of the Staff

- All staff at the School are to take a shared responsibility to ensure the security strategies are implemented.



Security of pupils, Staff and Visitors

Staff

- All Staff must challenge visitors who are not wearing visitor badges.

Visitors

- All visitors to the School must report to reception
- Visitors will be met at the front door and escorted to the school and pre-prep by a member of staff
- All visitors, including contractors, will be asked to sign the visitor book, indicate their arrival time and wear the visitor badge that is issued to them. The host will be responsible for their visitor's understanding of the School's Health and Safety and Fire arrangements, and Designated Safeguarding Lead.
- When the visitor signs the visitor book, they are signing to state that they have understood and will adhere to the Health and Safety information provided to them during their visit.
- The member of staff is responsible for their visitor during their time in the School and must ensure that their visitors sign out (including their departure time) and hand back their visitor badge when their business is concluded.
- All visiting staff from other locations, SEN therapists, etc., will follow the visitors' security procedure as stated above.
- This procedure does not apply to visitors attending school events, coaches/pupils of visiting teams or parents visiting sons/daughters by arrangement with the school.
- Visitors must not be allowed access to any residential area without the authorisation of the Head of Boarding, or other member of the Senior Leadership Team.

Parents

- All parents are to be reminded about the security strategies in place on a regular basis
- Staff who have arranged meetings with parents are responsible for those parents whilst they are on the School premises and must ensure that they are escorted at all times, whilst they are on site.
- Form 6 and above can be collected without prior notice by any other current parent or family member. For other arrangements, such as collection by a family friend or a taxi company, parents must notify the School so that relevant staff can be informed.
- Form 7 and Ridge House: Parents must liaise directly with Form Tutors if parents will not be collecting their own children.
- Staff will only release children to their own parents/legal guardians from away matches. Collection by any other adult must have prior written notice.

It is particularly important, only for security purposes but also for fire safety purposes that the School knows who is on site at any particular time.

Outside the School

- Because we are an open site, staff are required to be extra vigilant and must challenge any unidentified visitors who are found on the School grounds. The member of staff who has challenged the visitor will then be responsible for escorting the visitor to Reception for the correct signing in procedure. If this fails, the visitor will be escorted off the premises by a



member of staff. Details of the incident must be recorded to show the name of the visitor, the date and time, and any other relevant information.

CCTV

Images of pupils and other individuals are captured by the School's CCTV system for the purposes of the security of the pupils and premises. See the CCTV policy for details.

Security of Equipment and Personal Property

Inside the School Buildings

- All expensive, portable equipment is to be marked as belonging to the School. This is the responsibility of designated members of staff at the School.
- Members of staff are responsible for returning equipment to their designated secure location.
- Members of staff are not allowed to take School equipment home without the prior written permission of the Headmaster.
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Personal Property

- All pupils are discouraged from bringing unnecessary valuable equipment into the school.
- Found property will be kept in the school until claimed. Items not claimed will be disposed of after a period of three months.
- The School will not be held responsible for the loss, theft or damage to property belonging to pupils, staff or visitors.

Access to and security of boarding accommodation

- Boarding accommodation is reserved for the use of those boarders designated to use it, and protected from access by the public. Public use of the school facilities does not allow unsupervised access to boarders or their accommodation during term time.
- Boarders' sleeping areas are for the exclusive use of the boarders.

CCTV

Images of pupils and other individuals are captured by the School's CCTV system for the purposes of the security of the pupils and premises. Cameras are located outside of pupils' boarding areas.

Monitoring of Security Strategies

- Informal through verbal reports from staff and visitors
- The Headmaster is to review their internal security measures with their staff regularly and report any deficiencies.
- Pupils should also be encouraged to report any suspicious intrusions to staff and be instructed as to how they should respond if approached by strangers within the School buildings or grounds.
- Staff should consider the welfare of the children at all times and take whatever action is deemed necessary to protect the welfare of pupils.



Appendix EYFS

The School ensures that the premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. The school ensures that there are adequate toilets and hand basins available.