



Security of Site

It is important we keep the site secure in order to protect the school family, our buildings and equipment.

The site has a reasonably high boundary wall that runs around the main school site. Four access points are used within the wall.

Access Points 1 and 2- Main School Gate and Store Gate:

These gates are controlled by an electronic gate. The gates are opened at 05:30, closed at 09:00, re-opened at 14:45 and closed for the night at 21:00.

Access Point 2 - College Gate Opening Times:

This gate will follow the same schedule once an electronic gate has been installed. Until then the gate will remain open between 05:30 and 21:00.

Access Point 3 - Bhasvic Gate:

This gate will only be used for access to the Bhasvic field and hard court area at break times and for PE lessons. It is not a general access point to or from the school. The gate will remain locked at all times with a coded padlock. PE staff, the facilities team, reception staff, the health & safety committee, the SLT and the medical team will have access to the code and are responsible for ensuring the gate remains locked when not in use. Students in PE lessons on the Bhasvic field will be given the code if they need to use the gate during the lesson. For this reason it is important the code is changed on a regular basis.

Lower School Students:

Must access the site via the Main Entrance only. They must remain on site between 08:40 and 15:00 unless authorised to leave. All students must wear visible school uniform throughout the school day in school buildings.

Sixth Form Students:

Must access the site via the College Entrance only. They must sign in and out at the College Gate using the personalised electronic swipe card system. All students must wear lanyards with an identification badge.

Staff:

Can access the site via the College Gate or the Main Gate. Staff must sign in and out at reception if they wish to leave the site during the school day. All staff must wear lanyards with an identification badge.

Deliveries:

All deliveries to the school must come via the Store Gate and deliver to the store room unless alternative arrangements have been authorised. An intercom system

is installed on the gate which is connected to the main reception, who control access.

Visitors:

All visitors to the Lower School must enter the site via the Main Gate. An intercom system is installed on the gate which is connected to the main reception, who control access. Visitors must register at reception within 5 minutes of arrival if by car, and immediately if on foot. The reception will challenge all visitors at the gate to state who they are visiting and the purpose of their visit. Most visits should be pre-arranged and the reception team notified of them.

All visitors to the College must register at reception immediately on arrival.

All visitors must wear lanyards with a visitor identification badge and be escorted by a member of staff.

Staff are encouraged to challenge individuals who cannot clearly be identified, however, staff must not confront individuals who they feel may pose a threat to their safety. In these circumstances they must seek assistance immediately from the Facilities and on-call teams who will be available via mobile phone and a radio system.

The site is protected by an intruder alarm which is set when the site is locked and remains set until the site re-opens.

The school also operates a Closed Circuit Television (CCTV) system.