



REIGATE GRAMMAR SCHOOL

Security Policy

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1. Introduction

Reigate Grammar School is a busy community of around 1,350 people; it occupies several separate buildings across three sites, and two public rights of way cross its boundaries. Whilst the school must remain accessible and welcoming to legitimate visitors, our first priority is to protect the safety and welfare of students and staff. This policy sets out the steps the school takes to achieve this goal. There is a separate school Lockdown Policy that should be read in conjunction with this policy.

This should also be read in conjunction with the Visiting Speaker Policy.

2. Aims

This policy is designed to:

- Outline the security measures taken by the school.
- Explain how the school deals with legitimate visitors.

3. Pedestrian access to the main school sites

Access to the school grounds cannot be prevented entirely as there are two public rights of way traversing the site. The policy for limiting access therefore relies on channelling visitors towards the Porters' Desk in the main school building using appropriate signage, and restricting access to all other buildings. The main entrances to the school grounds are also covered by CCTV which is monitored from the Porters' Desk.

The main school site is enclosed by fences, with gates provided into the playground on two sides. These are open at the beginning and end of the school day for ease of access, but locked from 9.00am to 3.50pm, when keypad/ID card¹ entry control is in operation. All visitors are directed to the Porters' Desk at the front of the main school building.

On the Broadfield site, access to all individual buildings is controlled by means of a keypad/ID card entry control. Signs inform visitors that they are entering private property, and directing them to the main school building.

All staff are issued with photo ID Cards which also provide access to buildings via the entry control system.

4. Vehicle access to the main school sites

The playground is locked as indicated above, and access for vehicles is only permitted by the Porters and maintenance staff for authorised vehicles. Vehicles can enter the Broadfield site (for example to make deliveries to the kitchens) but cannot gain access to buildings.

5. Visitors during normal school hours

A large number of people visit the school every day. They include parents, delivery drivers, prospective pupils, parents or staff, teachers from other schools, governors, contractors, volunteers and former pupils. In most cases, their visit will either be:

- a. very brief, e.g. the postman, or a parent dropping off a forgotten packed lunch; **OR**
- b. known in advance, e.g. a prospective teacher attending for interview, or a heating engineer.

All deliveries are normally made to the Porters' Desk, ensuring that security is maintained and no unauthorised access to school buildings is permitted; the main exception to this involves deliveries of foodstuffs to the kitchens, and this is controlled by the catering manager, and requires no access to other buildings.

¹ All external doors (and the gates to the playground) are provided with keypads (for students) and card readers (for staff). Key codes are changed regularly, and are confidential to students and staff only.

All other visitors are instructed to report to the Porters' Desk, who will either sign them in or direct them to the Receptionist in the Waiting Room as appropriate. All visitors will be provided with name badges, which they will be required to wear throughout their visit. Visitors must be accompanied whilst on school premises, unless approval has been given by a member of the Senior Management Team or the Operations Manager.

Visiting Speakers must have been assessed according to the Visiting Speaker Policy and their ID checked on arrival.

6. Visitors outside normal school hours

Those attending evening or weekend events, such as plays and concerts, are not required to sign in or to wear badges. Their access to the premises will be limited to those areas in use for their event. The same applies for visitors to Hartswood.

7. DBS and barred list checks

It is essential that all visitors to the school who are likely to come into contact with students are cleared by the appropriate body. As a school we are required to obtain DBS checks on any adults who will be left on their own with students or who come into school on a regular basis. DBS checks obtained by other organisations are not valid. For visitors who will be accompanied by a member of staff at all times (e.g. those coming into the school to observe lessons, or temporary contractors), a check will need to be made that they have not been barred or restricted from working with children by the Secretary of State for Education under the terms of the Education (Restriction of Employment) Regulations 2000, and previous regulations (known as a barred list check). Visitors who are coming in for a brief time and who will be accompanied at all times (e.g. parents coming in to meet staff) do not need to be checked.

A member of the Senior Leadership Team should be informed of any visitors who may come into contact with pupils. They will then ask the HR Manager, to carry out the appropriate checks. Notice of visitors must be given as far in advance as possible - it can take up to six weeks for DBS checks to be completed. Barred list checks can usually be completed within 48 hours. If in doubt as to whether checks are required, please ask the HR Manager.

8. General rules for all visitors

- Visitors should be accompanied at all times, except where stated elsewhere in this policy.
- Visitors must wear badges at all times on site, and sign out when leaving.
- Visitors must follow the school's rules and policies at all times, including the No Smoking policy.
- No visitor should be taken into lessons without the prior approval of the member of staff teaching that lesson, except on Open Afternoons or accompanied by a member of the senior management team.
- No visitor may take photographs of pupils whilst on their visit to the school.
- Visitors may be invited to have coffee in the Common Room (if appropriate) or lunch in the Dining Hall, but the Catering Manager must always be informed of extra numbers for lunch.

9. Management of specific types of visitor

9.1 Parents

Parents are welcome to enter the school premises to deliver or collect items for their children, which should be left at the Porters' Desk. Parents who wish to see members of staff should always make appointments in advance and should report to the Porters. After 5.00pm, parents may drive into the playground or Music School car park to collect their children, but they are asked not to enter any school buildings without checking in with the Porters first.

9.2 Governors

All governors of the school have been DBS checked and can therefore be permitted to enter school premises unsupervised. However, if visiting during the school day, they are requested to report to the Porters' Desk and wear their photo id card.

9.3 Prospective Staff

Staff attending for interviews will always be known in advance. Needless to say, no prospective staff should be permitted to look round the school uninvited.

Teaching and academic support staff on interview may be left unaccompanied in the Common Room between interviews, and should be invited to use the staff toilet facilities behind the school office. They will be accompanied at all other times, either by a member of staff, or by a Sixth Form student for a tour of the school. Other prospective staff should remain in the Waiting Room between interviews.

9.4 Prospective Parents and Pupils

Prospective pupils and their parents will normally attend Open Afternoons. They are not badged, but the Admissions Secretary makes a note of their names and addresses. They are then shown around the school in small groups by at least two students.

No prospective parents or pupils should be permitted to look round the school uninvited. If someone arrives without an appointment, the Admissions Secretary should be called or, if she is unavailable, the parents' names and contact details should be taken and passed to her so that she can arrange a future visit.

9.5 Former Pupils, Parents or Staff

Former pupils (or others) who wish to view the school should book an appointment in advance. This should be arranged through the Foundation Office who will check their identities. If a former pupil turns up unannounced, the Foundation Office should be contacted and, if available, they will send someone to provide a guided tour. The Events Manager or the Admissions Secretary may also be asked to take a tour. If no-one is available, contact details should be taken and a visit arranged for a later date.

10. Responsibilities of Staff

All RGS staff, regular external staff (e.g. peripatetic music teachers) and full-time contracted staff (e.g. catering) are issued with photo ID Cards which they are required to wear visibly throughout the working day. Contract staff (e.g. cleaning staff and coach drivers) wear branded work wear.

All staff are expected to challenge anyone they come across on school premises who is not wearing an ID Card or visitors' badge, and either escort them to the Porters' Desk to obtain a badge, or to report any such intruder to the Porters' Desk without delay.

Under no circumstances may any member of staff inform anyone of the key codes, other than existing students and staff of RGS/RSM.

Staff are responsible for 'hosting' any visitors that they have invited to the school. This involves ensuring that:

- the Porters are informed in advance of all visitors to the school, day and time of arrival, and the name of their 'host'.
- all visitors know to report to the Porters' Desk and obtain a visitors' badge.
- visitors are accompanied at all times by their 'host' or other designated colleague. They may **not** be left unsupervised with pupils unless they have been checked appropriately (see 7 above) and given prior approval by a member of the Senior Management Team.
- all visitors sign out at the Porters' Desk at the end of their visit.

11. Reminders to Students

Heads of Section/Year should remind students periodically of the following points:

- Never admit anyone to a building who is not wearing an ID Card or visitors' badge.
- If you see someone in a school building, in the playground or wandering around between the buildings without appropriate ID, tell a member of staff immediately.
- Never tell anyone outside school the key code.