GARDENER SCHOOLS GROUP LIMITED – SECURITY POLICY

INTRODUCTION

The policy for security and workplace safety at Gardener Schools Group Limited 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. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

RESPONSIBILITIES

Head Master/Mistress

The Head Master/Mistress has overall responsibility for health and safety on site. This includes ensuring there are suitable arrangements in place for security, workplace safety and lone working and monitoring and reviewing these arrangements on a regular basis.

The Director of Estates

The Director of Estates is the Security Officer for the Group. He is responsible for the overall security of our school buildings and equipment in general. He will prepare Policy for approval at Board Level, and he will ensure that all Site Staff are prepared to carry out GSG Security Procedures.

Site Manager and the Assistant Site Manager

Site Managers are responsible for the locking and unlocking of 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). They can manage the CCTV system from the monitors in their office, however this is not a requirement as recordings will only be checked if necessary. The Director of Estates ensures that at least one Site Manager is in school on duty or on call if needed A Site Manager always remains on call and they must be informed that the building is empty and secure. The duty Site Manager carries a Two Way Radio at all times when on duty. The corresponding radio is available in reception should members of staff need assistance. A checklist is used to assist with the daily locking and unlocking procedure.

The Schools have an automated ‘Red-Care Line’ if the security alarm is sounded during silent hours, then duty staff will be called if necessary. Emergency Services are automatically notified if the fire alarm is sounded (unless [s/he] is pre-warned of a planned fire practice) and if necessary, Site Staff would call for emergency assistance.

The IT Manager

The IT Manager and their team are responsible for maintaining a safe IT technical infrastructure at the schools. 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 school computers, printers, copiers, scanners, projectors, screens and other

electronic equipment are to be marked with a school serial number, and an asset register is maintained of all equipment showing: make, date of purchase, cost and location in the school. The asset register is audited and updated annually.

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 school outside normal school hours. Pupils are not allowed to be unsupervised on site. Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Staff are on duty at all times when children are on site during the evenings and at weekends. Pupils are able to call on a member of staff at any time if necessary.

RISK ASSESSMENTS

The Director of Estates/Site Manager has conducted a risk assessment on the security and safety of the grounds and all the buildings. A copy of these risk assessments, together with a copy of this policy is on the staff section of the school's intranet/on the Health and Safety notice board and in the Director of Estates' and Site Managers Office. These risk assessments are included on the site Risk Assessment Register.

VISTIORS AND CONTRACTORS

All visitors and contractors are required to sign in at Kew Green Prep School Reception, where they are issued with a visitor's badge, which must be worn at all times. They are shown the school's emergency evacuation notice and the way to the assembly point. 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 school and to ensure that they sign out and return their badges on leaving.

All contractors are to be collected from reception by a member of the Site Management Team and taken to the Site Managers office where they are to provide further details of the work they intend to complete and how they intend to undertake the work ensuring that Safe Working practices are used at all times. The Site Manager must inform all visiting contractors of any local rules or restrictions and point out any hazards that may be in place at the time. If the contractors/visitors do not possess a valid DBS then they are to be escorted at all times whilst on site, under no circumstances are they permitted to work unsupervised. On completion of any works, Site Staff are to inspect the work, to assure themselves all has been left in a safe working condition and they are to record the work, in their Occurrence Book. The contractor must then be escorted back to reception and booked off site accordingly.

When large numbers of visitors are at the school 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.

All staff should actively check for visitor passes and where a situation arises when doubt exists as to the identity of any individual on site, then a challenge to prove identity should be made. If a challenged individual fails to provide a valid pass, then they should be escorted to reception where upon the Deputy head/Site Manager should be called to deal with the situation. All GSG personnel have a duty of care to the security of the children in our schools and every effort should be made to ensure you know exactly who is on school property at all times.

Access Control

There are electronic pedestrian gates at each school entrance, which are linked to the main School Office/Reception. The passcode protected/electronic pedestrian gates are unlocked and manned by Site Staff during the peak periods of the school day; but they are locked at all other times, overnight and during the school holidays. Visitors have to contact the School Office/Reception in order to gain access. All visitors are to sign into school using the register controlled by the school office. All staff, by exception, are to register their time on and off site using the staff 'Signing In and Out Book', after morning and evening reporting times.
Access Control Codes are to be closely monitored to ensure that only those staff that are on the Central Register for the school have access to them. The code if compromised should be changed immediately and without exception it should change at irregular intervals throughout the academic year. The Site Manager is to ensure that this security procedure is carried out, as minimum, twice per annum.

Parking Facilities

At Kew House there are clear signs directing visitors to our visitors' car park and there is a 5 mph speed restriction at all times. All staff are to have parked their personal vehicles in the underground car park by 10.00am daily.
At Kew Green School there is limited parking with prior permission from the School Head and there is also a similar, 5 mph speed limit that must be obeyed.
Ravenscourt Park Preparatory School - there is no parking on site during term time.

Deliveries

All deliveries to our schools must be acknowledged by the Reception Staff and where necessary, the Site Staff should be called to deal with them. We require all delivery lorries to be fitted with audible reversing alarms, and our Catering Manager has instructed our regular suppliers to make all food deliveries before 7.30am. Deliveries are not permitted between the hours:
Kew House School from 07:45 am and 0830 am.
Kew Green Preparatory School from 11:30 am and 2:30 pm.
Ravenscourt Park Preparatory School from 11:30 am and 2:30 pm.
Maida Vale School from 07:45 am and 0830 am.
Kew Green Nursery from 07:45 am and 16:30 pm.

Reception

School Reception is manned between the core hours of 7:30am and 5.00pm Monday to Friday throughout the academic year and between 9.15am and 4.30pm during half terms. Site Staff will be available on Site from 0630hrs to 1900 Monday to Friday with the exceptions of the Christmas and Easter closedowns.
The master fire and alarm panel, showing the location of all alarm call points, and the security alarm panel are physically located in the School's Reception area. If either alarm goes off for any reason other than a drill, the staff have standing instructions to summon the Emergency Services.

The reception desk is fitted with a telephone monitor screen covering CCTV of the pedestrian gate.

Training

All staff receive a briefing on security and workplace safety within their first week at the school (Induction Package). This includes advice on:

- Supervising pupils, where new members of the teaching staff are given training in registration, in the arrangements for supervising pupils.

- Safeguarding their personal possessions. Every member of staff is reminded not to bring valuables into school.
- Safeguarding the school'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 locking doors, closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Arrangements for late and lone working
- Staff who work with EYFS children receive induction training that covers the needs of our youngest pupils.

The briefing also covers:

- The location of the school's CCTV cameras in the high-risk areas of the school, together with the school's monitoring procedures.
- 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 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 Site Manager and Non-Teaching staff who work in Reception and the Kitchen.

Lone Working

As a rule the schools' try to discourage lone working. However, should a member of staff need to work alone after 7 pm they are to:

- Inform the Site Manager of their intention to work alone two hours before the end of the school day or week.
- Arrange for training from the Site Manager on how to set the alarm and secure all of the buildings
- Inform the Site Manager or, another member of staff, when and where they are working
- Provide their mobile telephone contact details, in case of emergency's
- Inform the site manager or, another member of staff, they have left the building and the building is secure

Pupils

We use our, Individuals in Society (IS) and PHSE discussions to promote awareness of safety amongst all age groups. The local Police Community Safety Officers are involved in a programme of safety discussions for all of our year groups which cover:

- Travelling on foot
- Using public transport
- Safeguarding mobile phones and other personal possessions.

This programme continues in higher years and is linked with our PSHE programmes on anti-bullying and the safe use of ICT, mobile phones and other electronic devices.

We advise pupils that if they have to bring more money than usual into school because of some planned after school activity, that they should inform a teacher so that it can be stored securely.

Personal Laptops are the responsibility of the students.

Site Patrols

Our Site Managers carry out regular patrols of the school until 7 pm or throughout the period of an organised event or function.

Use of School Facilities by Members of the Local Community

Local community groups use our sports and drama facilities outside school 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 Site Manager is always on site when outside groups are present.

PHYSICAL SECURITY MEASURES

All external doors and windows are fitted with locks. The windows that give access to the IT suites and to other areas containing valuable equipment are fitted with blinds, which are closed every evening.

All external gates to our schools are fitted with code-operated security locks, which are always in operation.

Security Alarms

Every external door is linked to the security alarm system. The alarm is regularly maintained and conforms to British standards and is operated in accordance with the recommended code of practice.

Gates

There are gates at the vehicle and main pedestrian entrances of each school the majority of which are automated. The other side gates are secured by padlock at night.

Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the, the science laboratories, the design technology rooms, 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 and Catering areas of the school.

Security of Electronic Property

Notices are displayed in the IT suites advising that all computers, projectors are password protected and cannot be activated without a recognised login and password.

Marking Property

All valuable and electronic property is marked clearly with the school's logo and a serial number as a deterrent to theft. A register of all school equipment is maintained by the Director of Estates. The IT Manager maintains the register of electronic equipment. Both registers are reviewed annually.

Security Lights

We use security lights to protect the outside of our buildings. They are fitted to every external door and

pathway around each building, the pedestrian entrance, playground and the car parks where applicable. Each Site Manager has a folder within his office that depicts on a large scale plan, where the security lights are located and there is a routine in place on our Facilities Management System to check the security lights are in full working order.

CCTV

At, Kew House School, there are 57 cameras that are covering; the main entrances and exits, the landings, lifts, toilets and stairs. CCTV is used as means to recover information in the event of an issue and it is not actively monitored. Should CCTV footage be required for viewing in the event of an incident the Headmaster, Director of Estates or member of the board will authorise this activity. Site staff may also need to view CCTV footage relating to the security of the buildings and their surrounding areas and if so again, authority to do so must be sought as above.

At, Ravenscourt Park Preparatory School, there are 12 cameras in total. The majority, 9 of them, cover the entrances to the property, the school front yard and the boundaries. The remaining 3, are placed for Safeguarding purposes in the individual music rooms. The CCTV system is unmanned and will only be used should an incident occur, and recorded footage is needed for verification purposes. Should this be the case then normal viewing protocols must be followed. Additionally, there is a, call for entry monitor/phone, covering the front pedestrian gates only. The phone and gate receivers can be answered in Reception and the dining room. These have a small screen that is only active and viewed when the device is called

At, Kew Green Preparatory School, there are 6 cameras covering all entrances to the property, the school front and back yard and the boundaries. This system is not manned and will only be used should an incident occur, and recorded footage be needed for verification purposes. Should this be the case then normal viewing protocols must be followed. There is also a, call for entry monitor/phone, covering the front pedestrian gates only and the phone and gate receivers can be answered in Reception, the head of upper school's office and the dining room. These have a small screen that is only active and viewed when the device is called. Should this be the case then normal viewing protocols must be followed.

At Kew Green Nursery there are 14 cameras covering all entrances to the property, the school front and back yard and the boundaries. This system is not manned and will only be used should an incident occur, and recorded footage be needed for verification purposes. Should this be the case then normal viewing protocols must be followed. There is also a, call for entry monitor/phone, covering the front pedestrian gates only and the phone and gate receivers can be answered in Reception, the head of upper school's office and the dining room. These have a small screen that is only active and viewed when the device is called. Should this be the case then normal viewing protocols must be followed.

At, Maida Vale School, there are 57 cameras that are covering; the main entrances and exits, the landings, lifts, toilets and stairs. CCTV is used as means to recover information in the event of an issue and it is not actively monitored. Should CCTV footage be required for viewing in the event of an incident the Headmaster, Director of Estates or member of the board will authorise this activity. Site staff may also need to view CCTV footage relating to the security of the buildings and their surrounding areas and if so again, authority to do so must be sought as above.

Monitoring

Physical control measures are in place with irregular checks being maintained throughout the schools' operational periods, this is to ensure they are functioning correctly.

All doors, windows and gates are checked daily by the Site Manager during his rounds and particularly when locking up.

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

Review Details:

Last Reviewed: September 2025

Next Review: September 2026