



NOTTING HILL & EALING  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

Whole School

# NHEHS Security Policy

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2022-2023

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# Security Policy

## Whole School including EYFS

### Policy Summary

The purpose of the School Security policy is to:

- Provide a safe and secure environment for pupils and staff at all times
- Avoid theft or loss of property - personal, staff/pupil work related, or GDST owned
- Avoid malicious damage that would lead to disruption of teaching
- Avoid loss of facilities resulting from damage or destruction, and any major disruption to business

### Roles & Responsibilities

The GDST has overall responsibility for Health and Safety (H&S) within the GDST schools with relevant departments at Trust office providing guidance and advice.

The Head has overall responsibility for Health & Safety at Notting Hill & Ealing High School, with the School's Director of Finance and Operations the nominated Health & Safety Co-ordinator, having delegated day to day responsibility for all aspects, assisted by the Premises Manager and Premises team. Included within this is the general overall security of pupils and staff, property and premises.

### Approach

The security of the school, site, staff and pupils is addressed by:

- Strategies that identify and eliminate or reduce risk.
- Management systems to identify, control or manage risk.
- Fostering a security-conscious culture amongst staff and pupils.
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These are outlined in more detail below:

#### *Strategies to eliminate, reduce and control risks:*

- A series of comprehensive risk assessments have been undertaken to identify the hazards and mitigate/manage risk.
- The measures to control security risks include both physical and electronic means, as well as management procedures.
- Fostering a security-conscious culture amongst staff and pupils.
- Physical measures include fences, gates, door and window locks, a safe, lockers and secure areas.
- Electronic measures include keypad entries, security alarms, fire alarms and CCTV.
- These measures have been assessed and are kept under regular review and updated where necessary



## *Management Systems:*

- Staff, visitor and contractor recognition and signing in/out.
- Pupil registration, reporting and absence management.
- Staff recruitment procedures that ensure safeguarding of pupils including DBS, Barred List and Teacher Registration Checks.
- Lone working procedures.
- School procedures for dealing with trespassers / security alarm activation.
- ICT Code of Conduct for staff and pupils.
- Information technology safeguarding and security of information.
- Clear and secure procedures for collection, storage and return of pupil's work, assessments and examination projects.
- Clear and secure procedures for all confidential, sensitive or personal information (staff, pupil or examination).
- A Critical Incident and Disaster Recovery Management Plan.
- Regular changing of keypad entry codes.

## *Security conscious culture*

This is achieved through:

- Induction and continuation training of staff.
- A School / Staff notification system of suspicious incidents or persons.
- Through PSCHEE and regular briefings, raised pupil awareness of security issues in the school and how to be 'streetwise'.

## **Procedures**

### *Criminal background disclosure*

- All school staff, supply staff, visiting staff, contractors and volunteers must provide proof of enhanced criminal background disclosure as part of the joining procedure overseen by the Director of Operations.
- For single or infrequent visitors and contractors in holiday periods, a satisfactory DBS check is not necessarily required but the person must wear a visitor's/contractor's badge and be supervised at all times by a member of the school staff. The Director of Finance and Operations has access to the Barred List, a check by Name and Date of Birth of anyone who has previously been prohibited from working with young persons or vulnerable adults.

### *Access to school site and buildings*

- Staff entering the Senior driveway by car, where there is very limited parking, are not to exceed the 5mph speed limit and must always give way to pedestrians. The speed humps on the Senior driveway assist with this.
- Pedestrian staff and students should enter the school using any of their designated keypad coded doors. Staff and students must not divulge these codes to people outside school including parents. Senior girls should be careful not to divulge to Junior girls (Yrs R – 6), codes used in the Senior department.
- Staff must wear an ID badge at all times when on the school site.
- All visitors or contractors entering the Junior School, Senior School or Sixth Form Centre must sign in at the appropriate Reception, be briefed on security and evacuation procedures and wear an identification badge. Supply and Peripatetic staff must also sign in at Reception in the Junior or Senior department and wear an identification card with a Visiting Teacher lanyard.



- Generally, the Senior School and Sixth Form Centre is open during term time from 6.00am to 7.00pm and during holiday periods between 8.00am and 5.00pm. The Junior School is open during term time from 6.00am to 6.00pm and between 8.00am and 5.00pm during holiday periods if requested. Staff wishing to enter school out of normal weekday working hours should liaise with the Director of Finance and Operations. The school is usually closed at weekends. Both Schools will be open longer in the evenings when an event is taking place (see below).
- During the week, the caretakers undertake the securing of the buildings i.e. closing windows, turning off electrical items, ensuring all is safe, locking/unlocking doors and setting the security alarms. At weekends and holidays, a security check of the external grounds and surrounding areas is conducted.

## *Holidays*

- During holiday periods, every building may not be accessible depending on works being carried out.. Staff should first check with Reception if they wish to enter the Junior School, Science Block or the West Wing. In all cases they are to book in and out. Students may not enter the school during holiday periods unless they are attending a session with a teacher (in which case they sign in with the teacher) or have permission from the Head to work in the Library (in which case they sign in at Reception). The Director of Finance and Operations must be informed. Pupils are not permitted to go anywhere else on the school site.

## *After school activities/events*

- All out of school hours activities must be sponsored and supervised by a member of staff, who must ensure that appropriate security measures are implemented. These should be noted on the relevant risk assessment and the Director of Finance and Operations can advise when necessary.
- If the event is to be held in the Senior School Main building, then generally, the West Wing will be locked and alarmed as normal at 6.30 - 6.45pm. If the event is to be held in the West Wing, then the Main building will be locked and alarmed at 6.45 - 7.00pm or the start time of the event, whichever is the later time.
- On completion of the activity, the supervising member of staff must confirm that all staff, students and visitors have vacated the building(s) and where appropriate advise the duty caretaker who will conduct a final security check and secure the venue / building.

## *CCTV System*

There is comprehensive CCTV coverage across the site:

- Senior School - five cameras cover the area in front of the School with a monitor and video recorder in the Senior Reception office. There is also a monitor in the main boiler room.
- Sixth Form Centre. Up to six over the main door and driveway gate. There is a monitor and recorder in the Junior School Reception office.

## *Ealing School Safe Scheme*

NHEHS participates in this scheme whereby there is a reciprocal system of notification between other local schools and the Police of any incidents that might be of concern or where the safety of children may be compromised.

## *Action to be taken in the event of an incident*

Any and all suspicious persons and activity or any incident involving a girl or a member of staff is to be reported immediately to the Senior School Reception. The following action is then to be taken by Reception staff:

- Unconfirmed Incident or Activity. Alert The Director of Finance and Operations, who, accompanied by one of the Premises Team will investigate, confirm and clarify what further action is required.



- Confirmed Incident involving a Pupil or Member of Staff. If anyone reports that an incident has taken place against an individual, then the immediate action is to inform the following:
  - The Head, Senior Deputy Head Pastoral and Director of Finance and Operations for all incidents.
  - details of the incident and a description is to be recorded by the Reception staff.
  - the decision to call the police or initiate the Ealing School Safe Scheme will be taken by the Head or Senior Deputy Head Pastoral (or a member of the SLT in their absence).
- The Senior Deputy Head Pastoral is to be informed of any incident that involves a pupil(s) who will then consult with Head as to the requirement to inform other parents.
- Wider Communication. The Head of Junior School and Head of Sixth Form are to be alerted via the respective Junior School or 6th Form Centre Receptions. Good communications is key to alerting the Junior School and the Sixth Form Centre and to ensure that they are aware of any potential threat. Constant monitoring of the mobile radio by all Reception staff will enable each of the three sites to be all-informed.

## *Intruders - Procedure*

- In case of an unidentified person(s) on site not wearing official identification, the member of staff or student should approach the individual, introduce themselves and offer to escort them to Reception.
- If there is any cause for concern, they should not approach the person but contact Reception who will immediately call the Director of Finance and Operations or a member of the Premises Team for assistance.
- Unidentified persons should be escorted off-site or the Police called as appropriate.
- All staff and students should report suspicious persons lingering outside school, or in the vicinity of the field, to the Senior or Junior Department offices, and in all cases try to give a description. A member of the SLT will decide if the police should be informed.

## *Signal to 'STAY PUT' – 5 Bells Protocol*

There may be occasions when, in order to resolve an incident, it is necessary to notify staff that movement around the school is to cease / be minimised. In these circumstances the Class Change Bell will ring 5 times. All staff and pupils are to remain where they are until notified.

- On hearing the Stay Put signal, staff and / or pupils not in a classroom are to enter the nearest one.
- Updates on the incident (if required) will be e-mailed to All Staff.
- The signal that the incident has been resolved will be a further 5 rings of the Class Change Bell.

## *Equipment*

- To comply with insurance requirements, an up to date inventory is kept of all equipment in the school.
- Staff must notify the Director of Finance and Operations and the IT department when relevant, if they wish to take a significant piece of equipment off-site e.g. a laptop etc.

## *Personal possessions and valuables*

- All possible precautions are to be taken to avoid personal possessions being left vulnerable to theft or damage. In particular, staff and pupils are to ensure that any money or valuables brought to school are kept about their person at all times.
- Girls may hand in large sums of money to Reception to be collected at the end of the day when going home.
- The school does not accept responsibility for loss or damage to personal property except where the school is held to be negligent, and all parents are advised to insure their daughters' personal possessions. Similarly, staff should insure their own possessions.
- All senior girls are provided with a locker and should ensure that it is padlocked with a coded padlock.



## *Handling the media / telephone calls*

- Members of the press are not to be allowed on the premises in an official capacity, except by invitation.
- Staff should not speak to the press themselves but should refer the query to the Head or nominated spokesperson.
- Pupils should be requested not to speak to the press and to report to the Head any incidents where they have been approached.
- Staff should be aware that members of the press will sometimes masquerade as a former pupil, a governor or a parent. All enquiries should be treated with extreme caution.
- If you are suspicious about a caller you should be wary of intrusive questions and, if in doubt, say you will get someone who is authorised (the school media spokesperson) to call them back. Check the number they give and ask for other details (eg name, organisation, address). Do not divulge personal information relating to individuals or details of incidents, make a brief note of the call, logging the time, who called and what information was asked for and given.

## *Fire and Evacuation Procedures*

The school's Fire Risk Procedures, Arrangements & Evacuation Plan applies.

### **In brief:**

- In the event of a fire at or near to Notting Hill & Ealing High School, the only objective for staff and pupils is personal safety.
- Fire evacuation notices are shown in all rooms and corridors and all staff and pupils must familiarise themselves with these. These procedures are practised at least once per term.
- The Fire Alarm is tested every Friday - in the Senior School and Sixth Form Centre and in Norland (Junior School temporary classrooms) usually before 7.30am. If the fire alarm sounds at any other time all are to evacuate the building immediately. In the case of an emergency, other than fire, where it is necessary to evacuate the buildings, the procedure will be for the '5 Bells' to be sounded, followed by the fire alarm.
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### **If you discover a fire:**

- Operate the nearest fire alarm or alert others by shouting "Fire, Fire, Fire".
- Evacuate the building you are in by the nearest safe exit.
- If possible, contact Reception and tell them where the fire is. The office will contact the Fire Brigade.

### **If you hear the fire alarm:**

- Leave the building by the nearest safe exit.
- Proceed quickly and quietly to the designated assembly point.
- Pupils are to line up in form groups, so that the form tutor / class teacher can check pupils off against the register.
- Staff report into the person recording their presence.

## *Data and information protection*

The Data Protection Act is complex and applies to all personal information held (on paper or electronically) relating to pupils and staff. The designated Data / Information Protection officer is the Director Finance of Operations.

### **Personal information**



No personal details may be released without authority. Every precaution is to be made to prevent the accidental loss or deliberate attempt to access personal information.

### **Photographs**

- All staff have a duty to ensure that students are not exposed to inappropriate, unsolicited or unwelcome attention from persons outside the school.
- Parents (and students over the age of 16) will be invited to consent to images being produced for display in school, in school literature, videos of performances and activities, for transmission to newspapers, and separately on the website. A record of this consent is maintained on the SIMS database.
- Provided that it is for personal use, parents may photograph their daughters at school events, whether organised by NHEHS or the Parents' Guild, even though other students may be included (this does not infringe the Act because it is for personal use).
- Written consent is required if NHEHS (or the Parents' Guild) wish to use such photographs for their own purpose eg production of a newsletter – such a practice is not encouraged.
- A principle of the Act is that personal data should not be kept for longer than is necessary for the purpose for which it was obtained. Necessity depends on the type of data and the determination of risk coupled with pressures of storage space. It is impossible to keep all records forever therefore a pragmatic view must be taken.
- The Trust directs that key student records be retained until the student is aged 25. What is “key” depends on the student, but includes anything relating to concerns for development, welfare or behaviour.

The following table summarises the minimum standards that must be implemented. Records containing personal data should be destroyed by shredding or by another secure disposal method.





<b>Type of Data</b>	<b>Person(s) Responsible</b>	<b>Recommended period for retention</b>
Accounting Records	Finance Officer	<b>Six years</b> - All invoices and key account records
Applications (student)	Admissions Secretary	<b>One year</b> - Unsuccessful candidates and withdrawals
CCTV Recordings	IT Support	Rolling 21 day recording. Only viewed by school staff or Police upon application
Coursework - Centre based	Examinations Officer	<b>When no longer needed</b> - school return to student, keep it or destroy it, provided any exam board appeal period has passed. Students may sit exams with different exam boards, therefore set a longstop date for retention of coursework by reference to the last appeal date. A sample of course work demonstrating the range of the Year Group, plus records of marks obtained, must be retained.
Exam Scripts – External	Examinations Officer	Retained by relevant exam board in accordance with their regulations. If a student appeals to the exam board against the final grade, a claim could be made against the school for failure to educate therefore retain all relevant student data when complaints / remarks have been made throughout a student's course.
Exam Scripts – Internal	Examinations Officer / Assistant	Useful evidence of a student's capabilities and identification of difficulties. In the case of problem students, retain additional evidence as necessary. <b>To age 25</b> - record of marks on a student's file.
Exam Scripts - Entrance	Deputy Head – Academic	<b>Six months</b> - <b>Unsuccessful candidates</b> complaint cases <b>One year after entry</b> - <b>Successful candidates</b> –to monitor performance, and longer for students not performing well (period at Head's discretion). <b>Indefinitely</b> - a de-personalised record of marks for statistical purposes.
Police Checks - CRB disclosures	Director of Operations	<b>Six months</b> in a single separate file <b>Indefinitely</b> for Supply/Peripatetic staff
References provided for ex-employees	Head / Director of Operations	<b>Five years</b>
Registers	Admin Assistant	<b>Three years (the law).</b> However, they provide important historical material and should be retained in school archives. For computerised registration, print the attendance register monthly and bind into annual volumes at end of school year. Retain as for manual registers.



<b>Type of Data</b>	<b>Person(s) Responsible</b>	<b>Recommended period for retention</b>
Absence slips and significant related letters for problem students	Admin Assistant Junior School Secretary	To age 25
School Visits - Risk Assessments and General Paperwork	Visit organiser	One year but if problems were experienced retain until relevant student(s) age 25 (pass to Head's PA or Junior Dept Secretary as appropriate).
School Visits - Permission Slips	Visit organiser	One month but if problems were experienced retain until relevant student(s) age 25 (pass to Head's PA or Junior Dept Secretary as appropriate).
Staff Records	Head's PA Director of Operations	Six years from end of employment. Disciplinary records must be removed in accordance with the time limits specified in the disciplinary procedures.
Summary student record (ie period of attendance, and other basic information)	Admin Assistant	In perpetuity
Summary staff record (ie employment period, unpaid absence, pension information, accident or injury at work.)	Director of Operations	Until individual is aged 72
Transfer of Student Records to New Schools		No legal obligation on independent schools to transfer data to a student's new school. Under data protection law, the school should obtain the data subject's prior consent to any disclosures. However, the Head has a duty to safeguard and promote a student's welfare therefore selected details and copy records could be released without consent, if necessary. This is at the Head's discretion and should be a proportionate response to the need to protect a student's welfare. To age 25 - Original key records.
Unsuccessful Applications for Employment	HR Officer Junior Dept Secretary	Six months
Visitor Logs Staff signing in /out logs	Admin Assistant Junior Dept Secretary	One year
Sending data abroad	Admissions Secretary Admin Assistant etc	Personal data must not be transferred outside the EEA, unless it is being transferred to a country that has a similar data protection regime in force as the UK, or the data subject expressly consents to the transfer.

