



CHISLEHURST SCHOOL FOR GIRLS

Policy Document

Policy Name: **Security of Premises 2026-27**

Date of Last Review: October 2026

Date of Next Review: October 2027

Most Recent Updates: October 2026

SLT Responsible: LGU

Other Staff Contribution: SLT and Premises Manager

Security of Premises 2026-27

1) GENERAL INFORMATION:

a **Visitors**

All visitors, including parents, contractors, officials etc. must report to reception and should wear a visitor's lanyard (issued following registration in main reception). Visitors must sign out of the premises at the end of the visit.

Staff should challenge any person not wearing a visitor's lanyard and inform the main office if appropriate. Students should report their presence to a member of the School staff.

Cleaners will wear company-provided identification. Premises staff will carry out spot checks to ensure that they have signed in and that they are wearing identification.

b **Security of School Premises Staff**

During term time the buildings are opened at 07:00. The Main Building is locked at 18:30. All other buildings are locked at 18:00. However, it should be noted that the first gate (outside main gate at the front of school) is opened when premises staff start work at 06.45 and the last gate, being the main drive gate, is locked when the premises staff working day ends at 18:35. Gates will close automatically and between these times will be opened using passes for members of staff.

The turning circle and main gates will be opened at 07:00 and closed at approximately 08:30. The main gates are opened at 15:00 and will be closed at 18:30.

Entrance after this time is via the intercom to the school office. The 'out' gates will open and close automatically for those leaving by motor vehicle.

The pedestrian gate will be opened at 07:30 and closed at approximately 08:50. When closed, pedestrian visitors can gain access via the intercom.

During non-term times the Premises Manager will arrange for the gates to be opened as required.

Cameras are in operation in strategic places (entrances to the site and main reception)

c **Securing of School - Staff**

Staff should secure all classroom windows at the end of the School day, or following afternoon registration if the room is not to be used, curtains or blinds should be left in the open position to simplify visual security checks carried out by premises staff at the end of the day.

Staff working late after school must be aware of the need to be near a telephone should they require assistance, for their own safety. Please bear in mind that the office closes at 16:30.

During non-term time, staff visiting the School must ensure that they sign in, and once in their rooms ensure that any windows opened must be closed prior to leaving.

All electrical equipment must be checked to ensure that they are turned off and portable equipment unplugged from the socket, equipment that warrants locking away should also be secured (Staff who utilise computer equipment should ensure that correct procedures are carried out concerning shutting down).

Students leaving following school clubs and the like, must be escorted out of the buildings and directed to the main front gates (during this period of the day, floor cleaning, both wet and dry, are a hazard and ensuring students' safety is a priority).

The following blocks: Science/Music, Bromley Schools' Collegiate building, Sports Hall. Technology Block, Art Block, Mathematics/Dining Block, Post-16 Block and South Blocks will be locked at 18:00 and alarmed, unless staff have liaised with Premises to keep them open for work reasons. Should this be the case, staff should let Premises know when they have finished.

During Open Evenings and similar events, all buildings and gates not required for the evening will be locked and alarmed in the normal manner at the above times. Access to those buildings can only be gained via the Premises staff.

d Holiday Periods

The normal School opening hours during term breaks are Monday-Friday 09:00-14:00. These hours are extended for special days, which are advised annually, or for specific work on premises.

All staff must sign in on entering the School in main reception. Assistance for access to buildings is made via the Premises team. On vacating the site, the staff need to sign out.

All students attending interventions or other educational sessions should sign in reception and should be registered in the classroom by the teacher delivering the session.

All external doors will remain locked and alarmed when vacated. Staff with offices with external doors, should ensure that alarms have been isolated prior to entering.

Staff wishing to work with students during term breaks will liaise with the Senior Deputy Head for these sessions. All students must sign in, and/or staff must take a register. The Senior Deputy Headteacher will let Premises know which buildings are in use during these holiday sessions.

It should be remembered that the majority of building works and cleaning are carried out during this time and hazards may exist. Therefore, it is essential that students are monitored on the site at all times.

The perimeter gates may be closed during holiday periods at the direction of the Premises Manager.

e Security of Equipment

All property should be security marked once tested and commissioned by the relevant technician/staff member (expensive computer equipment and others are difficult to exchange if found to be defective following secure marking).

Valuable equipment should not remain on display; it should be stored in a secure location.

Staff who need to take ICT equipment home, for work purposes only, must complete the appropriate proforma which must be signed by the relevant line manager. The assistant Head in charge of the IT team will then authorise this. Equipment must be returned on the first student day following period of use.

During the summer break period, all portable equipment must be made available for Portable Electrical Testing compliance, as during all term break periods this equipment must be locked away, it is important that for the testing, keys are passed to the Premises Staff with proper labels identifying staff responsible, room numbers and locked cupboards they operate.

2) MANAGEMENT OF TRESPASSERS AND TROUBLE MAKERS

A) Types of Trouble-Making

The most common problems facing the school are:

- Occasional abusive behaviour from parents;
- Occasional incursions into the school by outsiders, including former students;
- Former students and others waiting outside the school gates and at the end of school;
- Occasional vandalism during, and outside, school hours.

B) Procedures

Contact with the Police

- Regular contact will be maintained with the police over security arrangements and crime prevention;
- Any emergency contact with the police can only be done by the Headteacher (or Deputy Head in her absence) or with the authority of the Headteacher;
- When calling the police, the Headteacher (or person acting on her authority) must give clear and sufficient information to allow the police to make a judgement about the scale of their response.

Routine Security

- Signs at school entrances make clear that visitors should report to Reception;
- Further signs point the way to Reception;
- At Reception all visitors must sign in and receive a school's (visitor) lanyard, which they must wear at all times in the school.

Dealing with Strangers

- A visitor not wearing a lanyard should be politely challenged by any member of staff and accompanied to Reception;
- At Reception the receptionist will ask the stranger the purpose of the visit, ask them to sign in and issue a lanyard;
- If the member of staff or receptionist has any suspicion about the stranger, they must inform a member of SLT immediately and ask the stranger to remain in the Reception area;
- If the stranger ignores the instructions, a member of SLT must be notified immediately;
- If a stranger is abusive, or a nuisance in any way in the school, the member of staff must not take direct action but must send for help or inform a member of SLT as soon as this is possible. Staff must never put their own safety at risk; premises staff can also be contacted via a security button on the walkie-talkie system.
- The SLT member may ask the stranger to leave the site;
- If the stranger refuses the instructions, the SLT member may inform the police if he/she considers that there is a threat to the safety of anyone on the premises. This is entirely a matter for the judgement of the SLT member, who will have to judge also whether an incident threatens to undermine the confidence of parents in the security of the school;
- The police cannot arrest an intruder for trespass unless there is a breach of the peace, but have the power of arrest if there is a 'minor nuisance'. They may be able to help solve the problem without resorting to arrest.

Where there are Offensive Weapons

- If staff suspect an offensive weapon is on site, they must immediately inform the Headteacher (or Deputy Head);
- The Headteacher (or Deputy Head) will always call the police if the suspect is not a registered student, or where an incident involving a student takes place directly outside the school;
- The person will be kept under close surveillance while the police are awaited.

Students with suspected weapon:

- Staff are not obliged to search students, but if such a course of action could diffuse the situation it might be contemplated, but only by the Headteacher (or someone with her authority);
- If the student refuses to co-operate, any search should be carried out by the police;
- The student's parents must be informed and asked to come to the school;
- If the student co-operates, at least two teachers of the same sex as the student must be present when a search is made. One teacher will do the search while the other observes and takes notes. The search will be in private. It is advisable for the parents to be present and to consent, but the student's own consent is sufficient;
- Any confiscated articles should be handed to the police as quickly as possible by the Headteacher, unless she judges that it is reasonable to return it to the parents;
- At all times the suspect student must be kept away from other students, unless this is not possible owing to the circumstances.

Reporting & Recording

- Staff must record all incidents in the school incident log, kept in the school office;
- The log will be inspected by the Headteacher (or nominated member of the Leadership Team) at regular intervals, and any necessary action taken;
- The Headteacher will report issues and actions taken in the Report to the Governors;

3) LOCKDOWN:

Procedure: CHSFG Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the School.

When to instigate Lockdown

Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.).

The alarm	• Main office liaises with Premises team. • Premises team will check on risk identified • Alarm will sound continuously and an ICT 'Alert' may appear on each PC (please do not ignore the alarm if the IT alert does not appear on your screen)
<u>Teachers and students</u> <u>FULL LOCKDOWN</u>	• Teachers will lock the doors, close windows, draw the blinds(if applicable) and will instruct students to go underneath their desks . Staff and students to keep calm and quiet. • Students with reduced mobility will need to stay away from doors and windows. • PE staff will use their professional judgement to bring students to safety: usually the nearest room. • Students and staff walking in corridors will go into the nearest classroom or office. • Students will not be released to parents during a lockdown. • Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via email. SLT to be notified too. • Staff should await further instructions and remain in lockdown mode until it has been lifted by a member of SLT.

Exam period	- Marshalls are allocated to every area and contactable by mobile phone through a teams lockdown group. They are responsible for monitoring and ending Lockdown once contacted by an SLT member. - communication within the school by other staff: done by email, texts, Teams messages. - During an exam; invigilators will lock venue and instruct students to follow the procedures.
Visitors and external contractors	to remain with their designated staff member and follow school procedures accordingly.
<u>NOTE:FIRE</u> <u>VITAL:</u>	Should the Fire Bell (pulsed alarm) sound AFTER the Lock Down siren, and continue SIMULTANEOUSLY with it, it should be ignored, UNLESS: the fire is clearly visible from your lockdown space. Should this be the case, and If you believe the students to be at immediate risk from the fire, you should leave your lockdown space and move the class to another secure and safe INTERNAL room as soon as possible. It is of vital importance that the school's lockdown procedures are familiar to members of the Senior Leadership Team, school administrators, teaching staff , non-teaching staff and parents

- A major fire in the vicinity of the school. Air pollution etc...
- The close proximity of a dangerous dog roaming loose.

How to instigate Lockdown

Good practice:

- 1: Conduct a number of table top exercises with the Senior Leadership Team to test the procedures against various scenarios.
- 2: (for the admin team) to use one simple code word: "yellow folder" if a risk has been identified.
- 3: Rehearse lockdown arrangements with all staff and pupils.
- 4: Display Lockdown Drill poster information in every classroom alongside information relating to fire drills.

Communication beyond the school gates

External communication	- As appropriate, the school should establish communication with the Emergency Services as soon as possible. - London Borough of Bromley Council should be notified via the 'School Emergency' phone number. - If necessary, parents should be notified as soon as it is safe to do so via text or parents mail. Emergency Services - It is important to keep lines of communication open with Emergency Services as they - are best placed to offer advice as a situation unfolds. - The school site may or may not - be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. - Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.
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Communicating with parents	Any communication to parents will not go out before being checked by MFR.CTI or DL In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable to avoid undue anxiety. Parents should be given enough information about what will happen so that they: • Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety. • <u>Do not need to contact the school.</u> Wait for the school to contact them about when it is safe for to come get their children, and where this will be from. • <u>Do not come to the school.</u> They could interfere with emergency provider's access to the school and may even put themselves and others in danger. • <u>Know that students will NOT be released to parents before the end of the lockdown.</u>
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4) PRINCIPLES OF HEALTH AND SAFETY AT CHISLEHURTS SCHOOL FOR GIRLS

A) statement of intent

The Board of Governors of Chislehurst School for Girls strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff and a reference copy is kept in the Staff Room and School Office.

This document must be read in conjunction with any documents and policies mentioned herein. Copies of these documents and policies will be kept on the shared IT server and/or in relevant departments.

This policy statement and arrangements will be reviewed on an annual basis.

B) organisation & responsibilities

Board of Governors

The Board of Governors have a responsibility in ensuring that the school has a suitable health and safety policy in place and that it is acted upon. The Trustees must ensure that the senior management operates safe school premises with safe equipment, materials and substances, in accordance with the aims and objectives outlined in this policy. The Board of Governors also ensure that the policies and standards laid down by the Health and Safety at Work Act 1974 and associated regulations are adhered to. To ensure that the above are in place it will be necessary for the Board of Governors to periodically inspect the school and ask specific questions of senior management to ensure compliance.

Headteacher

The Headteacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. Many operational duties may be delegated to suitable staff (see below.)

The Headteacher has a duty of ensuring that all members of staff read this Health and Safety policy.

Health and Safety Officer

The H&S officer is responsible for co-ordinating the faculty risk assessments, co-ordinating drills with the Premises Manager, acting as a point of contact for concerns raised, investigating and reporting incidents and accidents to the Headteacher and following up on any control measures required.

Heads of Faculties/Departments

Heads of Faculties/Departments are responsible for seeing that all staff are trained in the safe use of new equipment and kept up to date with specific safety information.

Heads of faculties are responsible for undertaking risk assessments annually with all their staff and instigating control measures if required.

Employees

All employees have general health and safety responsibilities and are to take reasonable care for the health and safety of themselves and others in undertaking their work and to comply with the school's health and safety policy and procedures at all times.

They are to report all accidents and incidents in line with the reporting procedure and co-operate with school management on all matters relating to health and safety.

Employees are not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare and to report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager, the Premises Manager or the Health and Safety Officer.

Ensure that they only use equipment or machinery that they are competent / have been trained to use and to make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

The following areas are the responsibility of the named persons:-

Classrooms, faculty staff rooms and faculty store rooms.	Faculty-based staff & the Heads of Faculty
Laboratories	Mrs N Searle
Science store & prep. rooms	Mrs N Searle
Computer suites	Mr C Viljeon and Ms Robinson
IT Technicians Room & Comms. Room	Mr. M Robinson
Technology rooms & prep. rooms.	Faculty-based specialists
Gym, sports hall, conditioning gym and changing rooms.	Ms Sophia Walker
Art / photography room / dark room	Miss. L Garland
Post-16 common room & study rooms.	Ms H Robinson
SEND	Miss Gale
School Office	Mrs Lang
Medical Room.	Mrs Axford
Support Staff offices	Support Staff occupants.
LRC	Miss F Sturge
Staff Room	Mrs Gulczynski & Mr. Harms
Hall, Conference Suite, boiler rooms, stairs, foyers, corridors, toilets,	Mr. Harms
Hardcourt areas, gardens and sports field	Mr. T. Bush

C) Arrangements

Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. Faculty and Department risk assessments are undertaken annually to assess the likelihood and severity of any risk with the activities of that faculty or group.

Items of high risk are subject to control measures to minimise the risk.

Individual risk assessments, specific assessments or PEEPs relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the health and Safety Officer. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Risk assessments can be found in;

→→→ RM Staff H&S Risk Assessments Faculty Risk Assessments

Asbestos Management.

The asbestos on site is managed in accordance with The Control of Asbestos Regulations 2012.

Refer to the Asbestos Management Plan in;

→ RM Staff H&S

Drilling into or removal/alteration of the building fabric items including fixtures and fittings is not permitted without the approval of the Premises Manager.

Electrical Inspection & PAT Testing.

- The school undertakes NICEIC periodic 5 yearly inspections for the fixed wiring and carries out periodic inspections of the portable electrical appliances.
- The use of multi-adaptors is to be avoided as is the use of extension leads unless they are fully unwound and protected. Trailing leads should be avoided unless they are correctly protected.
- Report any concerns to the Premises Manager.

Fire evacuation & other emergency arrangements.

- Refer to the Fire Emergency Plan. All staff must be familiar with evacuation procedures.
- Fire drills are to be carried out termly and results recorded locally.
- The school undertakes regular inspection and testing of the emergency lighting.

Fire Prevention.

- Periodic whole school fire risk assessments are undertaken in accordance with The Regulatory Reform Fire Safety Order 2005.
- The Premises Manager is responsible for carrying out fire alarm call point tests on a weekly basis using a rota system, and records kept.
- The fire alarm system is to be serviced and inspected by a competent contractor every 6 months.

- IT, Science and Technology Technicians and Premises staff are familiar with types of extinguisher and on what types of fire they may be used.

First Aid and Medication.

- All employees should be aware of the First Aid policy and Supporting Students with Medical Needs policy.
- The list of first aiders is located in the School Office, Staffroom, and Faculty Areas.

Accident Reporting Procedures

- Copies of accident forms can be obtained on the staff shared drive in the Health & Safety folder. Completed accident forms should be passed to the Health and Safety Officer before they are submitted to the Headteacher for investigation and signature.
- The Health and Safety Officer will check to see if it constitutes a report under RIDDOR.
- All incidents of violence or abuse to staff, whether physical or non-physical are to be reported.

Water Hygiene & Legionella.

- A periodic risk assessment is undertaken and control measures introduced including the sampling and testing of water outlets in accordance with L8 Code of Practice Legionnaires' disease.

Higher Risk Lessons / Activities.

Science, PE, Technology and Art/Photography faculties pose an inherent greater risk. These additional risks are highlighted in the faculty risk assessments and schemes of work.

In particular;

- Science Faculty are to include COSHH assessments, CLEAPSS hazards, fume cupboard testing, radioactive sources, animals & plants, gas and electricity usage, waste disposal etc.
- PE Department are to include equipment testing, manual handling, jewellery, medical conditions etc.
- Technology Faculty are to include food hygiene, testing of workshop equipment, use of hand tools etc.
- Art/Photography Department are to include COSHH assessments, ventilation, use of hand tools etc.

Offsite visits

- Refer to the Visits & Journeys policy document.
- A risk assessment form must be completed for each visit/journey and submitted with the visit proposal form.
- The school minibus is to be inspected by the driver prior to use and any concerns to be raised with the Premises Manager.
- The minibus is checked and serviced on an annual basis by a Dept. for Transport approved garage.

Personal safety / Lone working.

- If staff are working alone, late in the School day, they should ensure that they have immediate access to a telephone and have informed someone else/the Premises Team of their location as appropriate.
- Consideration should be given to not meeting known aggressive parents/members of the public alone.
- Undertaking hazardous activities whilst working alone should be avoided if possible.

Work at Height

- Risks associated with working at height are included within the faculty risk assessments.
- HSE guidance is provided to aid compliance with the Work at Height Regulations 2005, but do as much work as possible from the ground; ensure equipment is suitable, stable and strong enough for the job and make sure you don't overload or overreach when working at height. Use appropriate access equipment - step ladders, kick stools etc., wear flat shoes and do not climb on the furniture.
- The Premises Team will provide assistance if required.

Display Screen Equipment

- As and when a review is needed to meet the needs of an individual, a meeting will be held to go through a display screen assessment workstation checklist and adjustments will be discussed as appropriate. This will follow medical advice only.
- HSE guidance is provided to aid compliance with The Health and Safety (Display Screen Equipment) Regulations 1992

Moving and Handling

- Manual handling operations are included in all faculty risk assessments.
- HSE guidance is provided to aid compliance with The Manual Handling Operations Regulations 1992, as amended in 2002, but consideration should be given to minimising twisting, stooping or reaching upwards, holding loads away from the body, making items easier to grasp, pushing rather than pulling, or using a lifting aids.
- The Premises Team will provide assistance if required.

Security.

- All employees must play a part in ensuring the Security of Premises policy and Lockdown policy is adhered to including challenging any person not wearing a visitor's pass and ensuring that all visitors during term time report to reception on arrival.
- Employees are responsible for closing their classroom/office windows at the end of the day.

Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff.
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules.
- Pupils will only be allowed into or stay in classrooms under adult supervision.
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

Training

- Health and Safety Training Needs are assessed as part of individual's annual review.
- Training needs may also be identified as part of a risk assessment process.

Use of site outside 'normal' term time hours.

- Staff working after 4.30pm during term time and during holiday periods should note that the school office is closed.
- Employees are responsible for signing in and out during holiday periods.
- Teaching Staff need to be able to account for all the students during holiday revision sessions etc. in case of an emergency. They should note the first aid provision arrangements for school holiday periods.
- Refer to the Lettings Policy and Terms & Conditions for arrangements made by external groups.
- This should be read in conjunction with the Safeguarding policy and child protection policy.