

## **Earlscliffe (Sussex Summer Schools Ltd)**

### **SECURITY POLICY**

#### **Purpose**

The Governors and staff are very aware of the importance of maintaining a high level of personal security within the School as well as reducing the potential for theft and arson. The purpose of this policy is to set out the measures that will be adopted to ensure, so far as is reasonably practicable, that employees, pupils, visitors and the wider community are protected from risks to their health, safety, well-being and security.

#### **Organisation Responsibilities:**

Management responsibility for School security is shared between the Head teacher, School Manager and House Managers.

#### **Consultation**

The School has the opportunity to discuss security arrangements regularly at SLT meetings.

#### **Arrangements**

The School has implemented the following arrangements to ensure, as far as reasonably practicable, the safety and security of staff, pupils and other persons using the School premises.

- All external doors have key pads fitted and codes are regularly changed
- All bedrooms have locks and students are issued keys and instructed to keep them locked
- Centrally held keys are kept in a secure coded lock box in the School Managers Office
- Security lighting is fitted to all buildings
- All visitors must register in reception and wear a visitors badge
- Unknown persons are challenged
- Security close down procedures form part of each House Managers nightly routine

#### **Information and Communication**

Procedures and arrangements for security are detailed and regularly updated in:

- The Staff Handbook
- The School's Fire Evacuation procedures
- The School's Health & Safety policy and procedures
- The School's policy and procedures for Management of external contractors

#### **Training**

- Security matters are addressed in:
  - Induction Training for all new staff
  - Updates as necessary during staff training days
- Staff Handbook