

# **Access, Security and Visitors Policy**

## ACCESS, SECURITY AND VISITORS POLICY

### Introduction

Taunton School International encourages parents and other people to visit the school and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the school has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff and to protect the school's facilities and equipment from misuse or vandalism. It should be read in conjunction with the Site Security Risk Assessments of TSI and TSIMS included at Appendices 2 & 3.

### Access to Site

To access the site, both at TSI and TSIMS, visitors must use the intercom system at the front gate/door. Access is not possible unless the visitor is admitted by remotely releasing the locking mechanism and members of staff should only do so if they are confident the visitor is bona fide.

If there is any concern about the 'credentials' of the visitor, the member of staff dealing with the access request must speak directly to the visitor at the gate in order to ascertain the nature of the visit.

#### Response to Covid-19:

All visits must be arranged at least 48 hours in advance so that the appropriate protective measures can be put into place. If visitors arrive unannounced, it may not be possible to allow their access to the site if the necessary controls cannot be put in place immediately.

### Registration

Once on site, all visitors will be required to register at Reception on arrival and will be issued with a 'Visitor Pass' which includes a summary of Child Protection procedures. They will also be requested to wear and visibly display the Visitor Pass, or other approved identification, when on school premises. Visitors will also be informed of the fire alarm procedure.

#### Response to Covid-19:

All visitors will be required to declare that they are free of Covid-19 symptoms before being allowed to further visit the site. Visitors will also be asked to wear face coverings whilst walking around the school campus for the duration of their visit. Face coverings will be provided if visitors do not have them in their possession.

### Exceptions to Visitor Requirements

Parents or visitors who have been invited to visit school as part of a scheduled open morning, special event, scheduled performance by a class, team or group, or other adult participants in organised and school approved activities during school hours are exempt from the registration requirements.

#### Response to Covid-19:

The majority of such events will not take place until it is safe to do so. For those that are still taking place, visitors will be contacted in advance and informed of the safety measures that are now in place.

### Visitors to classrooms and other instructional areas

Visitors may only enter classrooms or other instructional areas if accompanied by a member of staff or a nominated guide.

Response to Covid-19:

Visitors will not be allowed into classrooms and/or other instructional areas.

### **Visitors to Boarding Houses**

Access to boarding houses is strictly controlled as this is not only the students' home but also areas where they may be changing or sleeping. No visitor is permitted to enter a boarding house unless they are accompanied by a member of staff, with the exception of parents at the beginning or end of term to deliver/collect student belongings.

During term time and wherever possible, male members of staff should only enter the girls' boarding accompanied by a female member of staff. Where it is necessary for a male member of staff to access the girls' house unaccompanied, they should, wherever possible, first seek permission from a member of the SMT or from the House Mistress. As far as is possible/practical, female members of staff should deal with any issues that require staff presence in the girls' boarding house.

Response to Covid-19:

At the start of the academic year, any parents accompanying their child will not have 'free' access to the boarding houses. Only one parent will be allowed to accompany their child to their bedroom and they must wear a face covering and observe social distancing guidelines. Parents will be limited to a maximum of 30 minutes in the boarding house and they will only be allowed entry at a given time.

**Guests of Residential Staff: See Appendix 1 for details.**

### **Business Visitors, Contractors and Service Providers**

There are any number of business visitors, contractors and service providers who may have cause to wish to enter the TSI or TSIMS sites for a range of differing reasons.

In the case of expected visitors, for example someone coming for interview or with an appointment, Reception should be informed. Reception staff should then issue a Visitor's pass prepared in advance, where appropriate, and direct them to the appropriate venue where the TSI/TSIMS member of staff will meet them.

Organisers of an event involving larger numbers of visitors from outside the school should inform Reception of all such events. Wherever possible, a list of expected guests should also be given to Reception. A check-in venue should be organised and either official visitors' passes or the event organiser's own labels should be given to guests.

### **Family visits**

Parents, relatives or family friends visiting a student are expected to contact the School Office in advance to seek permission and to advise timing and reason of visit.

### **Public Use of School Facilities**

The controls in place to safeguard students and staff during public use of school facilities are detailed in Appendix 4.

**Summary**

All staff must be prepared to challenge anyone they come across on school premises who is not wearing a badge/lanyard and either escort them to Reception to obtain a badge/lanyard or advise Reception to escort them off site. If a staff member has concerns they should inform a member of the SMT or call the Site Duty Manager on 07710 362182.

Students should be reminded regularly of their part in keeping the site secure and restricting access to boarding houses, only allowing those they know onto the campus, deferring to the duty member of staff if there is any doubt. If they are worried about the actions of a visitor on site or are approached in an inappropriate way, they should contact a member of staff or other students immediately.

## **APPENDIX 1: House Staff Visitors Policy**

### **Background**

- This policy describes the school's expectations of the behaviour of guests of the Residential House Staff within Taunton School International and Taunton School International Middle School who are accommodated in any part of the school accommodation that is shared with boarding pupils.
- All persons visiting boarding accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation (NMS 14.4).
- The School understands and values the support provided by Residential House Staff who work long hours but it is important that they understand the necessity to impose certain restrictions.
- The school does not bestow any rights of occupancy or tenure on the friends, partners or family members of Residential House staff of TSI & TSIMS who are provided with accommodation for the performance of his/her duties within the boarding house.
- Residential House Staff who wish to have occasional guests to stay overnight during term time should first request permission from the Deputy Head, TSI or Head of TSIMS.
- The presence of guests should not affect other staff (e.g. by their use of shared facilities) or students (e.g. by them being aware of the guest's presence).
- The overriding principle in writing this policy is that staff should show consideration and courtesy at all times to their colleagues and should ensure discretion with regard to the students in their care.
- Staff must at all times meet the professional standards of their particular role in the School, set a good example to students and act in such a way that does not cause damage to the School's reputation.
- In general, having a guest while on duty should be avoided. If this is not possible, then the member of staff who is on duty and has an overnight guest must be sure to carry out their duty fully and to the best of their ability, without the presence of the guest affecting the duty.
- The host should take responsibility for ensuring their guests are aware that certain restrictions apply when they are visiting the School.

### **Through reading this policy, House Staff understand and accept that ...**

- They are aware of and will comply with the School's Safeguarding and Child Protection Policy as far as it governs contact with pupils of the School. This means that House staff must ensure their guest does not enter any pupil accommodation including:

- a pupil's bedroom; if there is an emergency of any kind they must be accompanied by a member of staff of the appropriate sex
- a pupil's bathroom
- The guest should avoid contact with the pupils which in any way puts them in a potentially compromising position.
- The guest must exercise discretion in any contact they have with the pupils.
- The guest should not be left alone in their host's accommodation (unless a DBS and risk assessment has been carried out, see below).
- If a guest is to be a regular visitor (more than 4 nights in a month), then a DBS check will need to be carried out and the cost incurred by the host.
- All guests invited onto the School premises are supervised and accompanied at all times and that they are not allowed free access to any parts of the school during term time.
- The Principal and HR Director will be notified if at any time a guest has been charged with or convicted of a criminal offence.
- The right for a guest to visit will be withdrawn if there is evidence that s/he is unsuitable to have regular contact with children, or should his/her behaviour be incompatible with living in a school community with children.

### **School Holidays**

The restrictions on movement within this policy do not apply when the pupils are not on site.

## APPENDIX 2

### Site security risk assessment: TSI (September 2019)

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#### General

This RA relates only to the health and safety of students (safeguarding) and staff and to the security of property (either personal or school owned).

The health and safety of all other school activities (including fire safety/building safety/sports/trips/activities) are considered through a separate risk assessment process and specific risks are therefore not considered here.

The school has a duty under the Occupiers Liability Act (1954) to ensure there are no significant H&S risks to anyone who may be on the premises, whether authorised or not. The H&S at Work Act also deals with aspects of site security.

Premises security includes:

- Theft of equipment or personal belongings, whether through forced entry or not.
- Damage to equipment, fittings and personal belongings.
- Prevention of arson.
- Personal safety of employees, volunteers and students.
- Personal safety of visitors.
- Personal safety of intruders.

#### Risk assessment

##### **1: Personal safety of students, staff and visitors during school day (on TSI and TS campus including sports fields).**

TSI may contain up to 84 male and female students aged 14 to 18 years.

TSI may contain up to 30 male and female teaching and support staff.

Students and staff move freely and without direct supervision, around the campus (e.g. between houses and classrooms) and across Greenway Road to the TS campus for meals, some lessons and some activities. TSI has a mixture of card-controlled padlocked entry points at the front and rear of the site and secure fencing. TS campus is part fenced but is essentially open access via multiple entry points.

##### ***1A: Risk of contact with unauthorised visitors or authorised visitors not identified as such.***

- Safeguarding risk to TSI students on TSI premises assessed as LOW
- Safeguarding risk to TSI students on TS premises assessed as LOW-MEDIUM
- Risk to staff assessed as LOW

#### Present controls

- TSI has card-controlled entry points, secure fencing and CCTV at the front entrance.
- Visitors must actively be allowed access on and off the site.
- TS campus is part fenced but is essentially open access via multiple entry points.
- Staff are encouraged to challenge strangers and/or to contact Senior Staff/AFMs on duty for assistance.

- Students are told not to approach, admit or engage with strangers and to seek assistance immediately if they have concerns.
- TSI visitors must use the intercom and must be actively allowed entrance by a staff member (students are strongly discouraged from allowing adults access onto TSI premises).
- Most TS visitors report either to Reception or Site Services and/or are accompanied when on site.
- All staff are made aware of responsibility to be vigilant about strangers and to challenge where appropriate or contact AFM on duty for assistance.
- All school employees carry identification via smart card access cards and in many cases by uniform.
- All staff vehicles are identified by a windscreen badge, staff are asked to report to AFM any suspicious vehicles.
- Security cameras have been installed across TS at a variety of strategic locations across the campus.

***1B: Risk to students and staff from vehicles being driven on campus.***

- Risk to students assessed as MEDIUM
- Risk to staff assessed as LOW-MEDIUM

Present controls

- Speed restrictions operate across campus and are signposted
- One-way systems are in operation in a number of areas
- School drivers are given training in moving vehicles on site
- Students must obtain written permission to drive and must abide by published rules which include speed, parking restrictions, carrying passengers etc.
- Known high risk areas are regularly assessed and traffic control measures are reviewed periodically by Health and safety Committee.
- Students encouraged to use designated crossing points provided and to use footpaths.
- Footpath at front of main drive
- Extra parking added across site

***1C: Safety with regard to road traffic.***

- Risk to students assessed as MEDIUM. Pedestrians have dedicated routes around the site and with reminders students should only use these routes.
- Greenway road crossing assessed as HIGH.
- Risk to staff assessed as MEDIUM

Greenway Road (an A route) divides the entire TS campus into two parts. TSI and TS playing fields are on the North side of the road; the rest of the TS facilities are on the South side.

Students and staff move freely and without direct supervision, around the campus (e.g. between houses and classrooms) and across Greenway Road to TS SS for meals, some lessons and some activities.

Greenway road has a light-controlled crossing point which is positioned outside the main entrance to TSI.



#### Present controls

- All students are made aware of procedures for crossing Greenway road during the student induction period. Risk is assessed regularly.
- Stringent sanctions exist and are enforced; by definition this can only happen when staff are in the immediate vicinity of the crossing.
- In September '18, some improvements were made to the carriageway outside TSI, designed to increase driver awareness of the presence of a school.
- In August 2019, additional works were carried out on the crossing, with safety cameras attached and the 'beep' sound removed as it was felt that students relied too heavily on this sound when crossing the road. Consequently, as of September 2019, all students are informed of this difference during the induction period and told that they must only step onto the road once they are sure all traffic has stopped.

#### ***1D: Risk to students and staff from hazards caused by defects in building and premises.***

- Risk to students assessed as LOW - MEDIUM
- Risk to staff assessed as LOW

#### Present controls

- All staff produce generic risk assessments for their particular area/section of TSI, such as Offices, Classrooms Boarding Houses and ancillary areas and specific risks are therefore not considered here.
- All works being carried out on site, either by Maintenance Staff or external contractors are subject to appropriate risk assessment. Details are published in the School H&S Policy.
- Staff are made aware of their responsibility to report defects and other concerns using a prescribed reporting system detailed in the School H&S Policy.
- Staff are vigilant in ensuring students and colleagues avoid hazardous areas.
- H&S concerns are a standing item on the weekly staff meeting agenda.

#### ***1E: Risks On playing fields (Greenham, Foxcombe, Uppers and Lovers)***

- Risk to students assessed as MEDIUM
- Risk to staff assessed as LOW

In the areas of Foxcombe, Uppers and Lovers a security fence with security card access has been added which greatly restricts the chance of trespass from non TS/ TSI staff/students.

TS campus is part fenced but is essentially open access via multiple entry points. Students and staff on unfenced playing fields with open access to nearby housing estates etc. Playing fields are periodically used by unauthorised visitors (mostly youths). Vandalism is rare and usually minor but can create safety issues (eg. broken glass on playing fields).

#### Present controls

- TS Director of Recreation & TSI Heads of Games produce generic risk assessments for all sport and specific risks are therefore not considered here.

- Students instructed not to visit playing fields except under staff supervision for organised activities.
- Staff are encouraged to challenge strangers and/or to contact Site Duty manager for assistance.
- Periodic patrols by security guards (mostly out of normal working hours).
- Students told not to approach or engage with strangers and to seek assistance immediately if approached or if they have concerns.
- Staff i/c activities conduct pre-session inspections to minimise risk of injuries resulting from vandalism etc.
- Staff are encouraged to report any buildings and premises hazards which may pose a risk to safety.
- A Site Duty manager is on duty 24 hours a day and can be contacted in case of emergency.

## **2. Personal safety of students, staff and visitors during school day (offsite).**

- Risk to students assessed as MEDIUM
- Risk to staff assessed as LOW

Students are, in certain circumstances, allowed off campus during the working day. Organised visits off campus are subject to a separate risk assessment process overseen by the Head of TSI and specific risks are therefore not considered here.

Journeys to and from School are the responsibility either of parents/guardians/agents/school bus/minibus/taxi drivers and specific risks are not considered here.

### Present controls

- All students are made aware of the rules regarding off site visits which are published via the House system. Included are age related 'privileges', signing out/contacting staff system, clothing/uniform guidelines, recommended routes, traffic danger, etc.
- TSI campus is fenced and entry/exit controlled, students are issued with a pass.
- Staff encountering students off campus during the working day are encouraged to challenge them.

## **3. Personal safety of students, staff and visitors outside normal working hours.**

### ***3a Boarding students and staff***

- The risk from contact with unauthorised visitors by boarders (child protection) and staff is assessed as LOW.
- The risk to students or staff of injury from dangerous objects or occurrences on campus is assessed as LOW.

Excluded here are organised school events outside normal school hours which are covered by a separate risk assessments process overseen by the Head of TSI and specific risks are therefore not considered here.

TSI boarding houses implement rules regarding boarder activity out of working hours when up to 84 male and female students aged 14 – 18 years (boarders) and up to 7 resident or on duty boarding house staff can be present on site.

### Present controls

- Boarders are supervised according to duty rotas published in houses.
- Boarders are required to sign out when visiting other permitted areas. Most areas are out of bounds and securely locked after hours.
- Boarders sign in and out of each other's houses (also required for emergency procedures).
- Boarding houses are locked at all times and boarders and staff have access via a smart card entry system.
- All ground floor windows have opening restrictors.
- All external doors in boarding houses are fitted with intruder alarms (which also discourage unauthorised exits by residents).
- The Site Duty manager on duty can be summoned using a well-publicised mobile phone number if assistance is required.
- Campus is well lit in most areas.
- Staff are encouraged to be vigilant, to challenge visitors if appropriate or to seek assistance via the Site Duty manager emergency number.
- Staff are encouraged to report any buildings and premises hazards which may pose a risk to safety via the maintenance request log on the schools Intranet.  
<https://maintenancehelpdesk.tauntonschool.co.uk/>

### ***3b. Day students on campus outside working hours.***

- TSI rarely has day students.
- Day students are not generally under the control of the TSI systems detailed above.
- The risk of contact with strangers and of injury from defects in buildings and premises is therefore assessed as LOW – MEDIUM.

### Present controls

- Students on campus for organised school activities are the responsibility of the member of staff in charge of the activity who will have carried out an appropriate risk assessment (overseen by the Head of TSI) which should include the level of supervision provided.
- Day students are not allowed on campus outside working hours unless they have permission from pastoral staff and signed-in.

### APPENDIX 3

#### RISK ASSESSMENT

For Taunton School International Middle School The Grange. (Main Building)  
Date September 2019

Ref no	Activity : hazards and persons affected	Existing Controls	R.A.	Action Required
1	Kitchen-Commercial	To be run under the same school food hygiene policies as the senior school kitchen	L	
2	Manual handling – all staff	Brief training given by Site Manager including a specific risk assessment. NVQ training available for interested staff Laundry moved by site manager /domestic staff. Vacuum cleaners for each floor Some very heavy furniture gets moved around – this is done by teams of 2 minimum	X L	HS officer to establish frequency of refresher manual handling training  New cordless vacuum cleaners have been purchased to save on the lifting upstairs. For the boarding houses.
3	Special needs	Confidential list for pastoral staff All medical needs met by Health Centre with staff on call 24 hours during term time.	✓ M	All dietary requirements and allergies are listed in the kitchen with a photo of the student.
4	Horseplay Alcohol, drugs, smoking Candles, matches	Supervision School & house rules Lofts secured against unauthorised access Resident staff fully briefed as to rules Regular reminders about rules and good sense	✓ L	
5	Gas safety : all	Gas used only in boiler room and serviced by outside contractor annually	✓ L	
6	Electrical Safety	School testing procedure Parents receive a note on their responsibilities Monitor students' use of adaptors All students are provided with	X L	

		fused extension leads All students' electrical equipment is PAT tested within the first 2 weeks		
7	Fire : all	Fire risk assessment (audit) + overall school upgrade planning Termly training and drills recorded in logbook Two drills (from houses and classrooms) to be carried out within 48 hours of each new course starting Fire-fighting practical for House staff	✓ M	Ensure cleaners participate in drills
8	Broken Glass : all	New glazing Secondary glazing Cleaners deal with broken glass if possible (insignificant amounts)	✓ L	
9	Falls from height : students, staff, contractors	Approved step ladders Window restraints prevent falls from windows No sitting on any window ledge. Bars across dangerous windows Classrooms locked when not in use	X M	All steps should be on a log with record of inspection Secondary glazing being looked into Constant reminders to all staff and children
10	Legionnaires,	Legionnaires risk assessment and management plan in place	✓ L	Completed by an outside company new contract
11	Unauthorised access; e.g. Contractor e.g. intruders	Single point of entry with locked gate and intercom system CCTV Security locks Works department/Service dept manages most contractors Security alarm on houses at night Restrictors on windows checked regularly Key card access to houses only	✓ M	
12	Scalding	Thermostatic showers and basins on all appliances	✓ L	

13	Body fluids / general infection risks	Cleaning staff and Matron have disposable gloves, PPE and body fluids package  Informal procedure	✓ L	
14	Lone working Very poor mobile phone coverage	Cleaners regularly checked  Other members of the team keep an eye on one another	✓ L	
15	Staff general health	All staff have easy contact with their supervisor	✓ L	
16	Vehicle movements : all	Parking is in a low speed area Students briefed on danger of cars coming in and leaving Students getting onto coach / minibus need to be controlled.	✓ H	Students are assisted with getting on coaches, as appropriate. All students to be made aware of all traffic movement on site and to keep to the designated walk way.
17	Safety of elderly visitors	Always accompanied (rarely needing to access upper floors)	✓ L	
18	Access lift	Lift is not operational.	✓ M	If lift is required it must be serviced prior to use.
19	Students leaving premises unsupervised	Regular registrations. All bedrooms checked by duty staff at bedtime and security alarm put on	L	
20	Stream in grounds	Fence around one end of stream where pipe outage presents risk of student hitting head. Other end of stream kept clear of plants so that edge of land and water is clear. Students warned of risk	M	Grounds staff keep on top of plants growing here  Hazard sign has been put in place Installation of picket fence to this area kept locked at all times. Key held in reception.
21	Boys and girls in each others' boarding houses	Students warned of rules and sanctions Key card system is in use. Only for relevant houses and medical room access	M	Key card system is in use. Only for relevant houses and medical room access

## APPENDIX 4

### Public Use of School Facilities – Risk Assessment and Controls

Taunton School hires its facilities to the public for sports clubs, weddings, dinners, conferences and other activities. The safety of the students and staff is paramount and all measures are taken to ensure that the presence of members of the public on site does not lead to a safeguarding threat to our students and staff.

The following is a list of categories of people who may use the facilities and the measures taken to safeguard the community.

- 1) Hirers both sports and facilities. Examples include 5 a side football and Tai kwon do club.
  - Hire terms and conditions set out clear expectations in terms of child protection. The client must acknowledge and sign to say that they understand and accept the conditions.
  - All bookings are made formally on the TS system for operational planning.
  - Operational staff are made aware through weekly briefings of hirers on site and their use of facilities.
  - Clients are met on site and time of use checked and agreed.
  - School keepers patrol site and lock up as directed by senior staff.
  
- 2) Sports club members
  - All sports club members have registered membership and are provided with security controlled access to specific areas for use by members such as pool or fitness suites.
  - Membership terms and conditions detail child protection procedures. All members sign and agree to these terms and conditions.
  - Member access is only within certain times and in accordance with published timetables.
  - Member access to changing is by access control and is kept physically separate from any student changing areas.
  - All school areas are blocked to sports club members via electronic security control.
  - Sports Club members are encouraged to use different entrances to buildings from students.
  - Timings of use of facilities by Sports Club members do not conflict with School use of sports facilities where multiuser changing is in place.
  - School keepers patrol site and lock up as directed by senior staff.
  
- 3) Larger events: dinners and weddings, and public ticketed events.
  - Terms and conditions of banqueting and wedding hire detail child protection procedures. The client must acknowledge and sign to say that they understand and accept the conditions.
  - Specific areas / venues are hired as general hire above.
  - Members of school staff are present for the whole event and monitor guests.
  - Access is only available to the areas in use for the event. No access control to any part of the school is available for guests.
  - For large public ticketed events stewards are employed.
  - Only agreed areas for the event are used.
  - School keepers patrol site and lock up as directed by senior staff.