



**Policy Title: Security Policy and Major
Incident Plan
(including Lockdown Policy):
The Whole School Policy including EYFS and
Boarding**

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This Policy has been written taking into account advice and guidance published by the DfE and Surrey County Council and should be read in conjunction with the Safeguarding & Child Protection Policy, Supervision Policy, Visitors Policy and Health & Safety Policy. The same principles as are set out here apply to Battisborough House and other off-site activities.

Risk Management *“is not about creating huge amounts of paperwork, but ... about identifying sensible measures to control risks in the workplace, and the role of others in supporting that.”* DfE

INTRODUCTION

1. Hall Grove School is committed to the safety, security and welfare of its staff and pupils and takes its responsibilities seriously. We aim to achieve a balance between maintaining the open and welcoming nature of Hall Grove and ensuring that sufficient security measures are taken to protect the interests of those using the premises legitimately. Reviews are regularly undertaken of security measures, and our procedures are reviewed both routinely and in the event of a major incident or lockdown taking place to ensure they are fit for purpose. The Principal also periodically reviews measures and procedures.

2. **SECURITY AT HALL GROVE**

Serious security incidents in schools are rare. The Principal, Headmaster and the SLT have put in place measures to deal with the most common security issues and regularly review those measures. Staff are trained to remain vigilant at all times, particularly for intruders, and are expected to challenge any person on the school premises that they do not recognise and who is not wearing a visitor's badge.

We operate a strict Visitors Policy which requires all visitors to the school, outside normal drop-off and collection times, to report to the School Office (or to The Barn for EYFS) where they will be asked to sign in. The only exception to this is on match days when parents visit the school grounds and are not required to sign in. The risk presented by match day supporters wondering freely around the school is mitigated by the site layout where all match watchers remain on the sports field side of the drive throughout the period of their visit. Unless otherwise directed, access is not permitted to the school buildings during the school day. Parents receive regular reminders about this in the school newsletter. Visitors to the School are escorted and supervised whilst here.

There are a number of physical security measures in place, including a number of CCTV cameras, security lighting, lockable doors, mechanical barrier, gate and perimeter fencing.

Registers are taken twice a day, once in the morning and once after lunch. Any children missing from the register are followed up by the School Secretary. If a child is found to be missing, then the Missing Child Policy is followed. Children are supervised by staff during the school day with a supervision rota by staff at break and lunchtime, with the correct ratios being maintained for each year group.

Business continuity measures have been put into place to protect against cyber-security issues and so that information can be retrieved in the event of, for example, a serious fire damaging hardware. Physical disruption to school life could also occur due to fire, flood, snow and the like, and these will be dealt with, and contingency plans put into action, by the SMT, taking into account the circumstances at the time.

3. DEALING WITH A MAJOR INCIDENT OR AN INTRUDER

Planning for a major incident or disaster is a matter of common sense. It is not possible to anticipate every eventuality but by planning in advance and anticipating potential issues, we aim to ensure that good decisions can be made quickly and effectively even in the midst of a crisis. We want to give staff confidence in a potentially difficult situation, thereby reducing the level of anxiety amongst both staff and pupils.

Examples of a major incident could include an ill-intentioned intruder, violent storm damage affecting school buildings or access, fire damage, serious vandalism of school property, an incident on a neighbouring property such as the industrial estate, escape of animals onto Hall Grove land, a major traffic accident affecting pupils and/or staff, major terrorism activity directly affecting the school or its community, or police advising the lockdown of the school for a period of time. It could also include an overnight emergency in which the boarding house needs to be evacuated, in which case temporary sleeping arrangements will be set up in one of the other buildings, pavilions or in tents on the fields before the situation is reviewed in the morning.

Effective communication is essential in these circumstances. The Headmaster, Senior Deputy Head and Deputy Head (Pastoral) shall take command of the situation; the Headmaster is responsible for final decisions. In the event that the Headmaster is not present at the School when an incident occurs, then the Senior Deputy Head (or, in his absence, the next most senior staff member) shall take responsibility. In such circumstances, the Headmaster shall be informed as soon as is reasonably practicable in the circumstances.

Staff are aware that, on discovering an incident or an intruder on the school premises, they should notify the School Office and/or the Headmaster as soon as possible. They should also take care to ensure the immediate safety of themselves and any pupils present. The School Office are able to notify all staff via a Clarion Call or Email message. The IT manager is also able to send a red notification to all PC screens. In the case of fire, the Fire Policy will be followed and the fire alarm sounded, which will lead to the evacuation of the premises to the designated roll-call point.

As a first step, there will be an immediate calling of the SLT, who will prioritise actions to be taken. All relevant angles of the incident will be considered, and a plan agreed as quickly as possible. The essential elements will be speed, clarity and simplicity. The needs of the pupils and staff, including those with SEND, will be considered. Any advice of the emergency services will be heeded. One of the SMT will be designated to record the plan and any changes in the course of the incident to ensure that all actions are taken.

The immediate priority will be the security, safety and wellbeing of the children and staff; thereafter key priorities will be: provision of information to the school office, alerting the emergency services or other outside agencies, contacting parents via Clarion Call, agreeing key staff roles, timetable for review. Clear written instructions for staff will be posted in the Staff Room and given to the school office. If this is not possible, other forms of communication with staff will be used. No staff member should leave school without permission whilst there is a state of emergency.

In most situations, in order to keep pupils' anxiety levels down, it will be preferable to carry on as normally as possible. However, if appropriate, children may be collected together in the New Hall for a briefing by staff, then split into smaller groups. The safe shelter for the EYFS is The Barn. If necessary, staff will be separately briefed.

In the case of an intruder who does not respond appropriately when challenged, the Headmaster (or the next most senior member of staff available) will, if it safe to do so, escort the individual from the premises. If the individual is deemed to be dangerous or a risk to pupils or staff, the police will immediately be informed. In this situation a ClarionCall and/or red flash will be sent to staff to ensure appropriate precautions are taken to protect the safety of pupils and staff. The Lockdown Policy at section 4 of this Policy may be instituted.

In the event of an incident occurring away from the main school, such as a serious road traffic accident involving staff and/or pupils, the school office should be notified as soon as possible. Decisions will thereafter be taken in accordance with this Policy.

The Principal should be informed of a major incident or shelter in place instruction being required once the immediate emergency has passed.

4. **SHELTER OR LOCKDOWN POLICY**

The school has a Shelter/Lockdown Policy but it will not appear on the school website for security reasons. The fact that Hall Grove has a Shelter/Lockdown policy should not in itself cause concern; it is a sensible precaution. Lockdown can also be known as “sheltering in place” and essentially means staying indoors whilst an incident is resolved. The aim is to minimise disruption to the learning environment whilst ensuring the safety of all staff and pupils. Parents will be notified by ClarionCall where appropriate if an instruction to Shelter/Lockdown has been given and should avoid coming to the school at such a time. Updates will be given as soon as further information is available and parents should refrain from calling the school office.

5. **EXAMPLE ACTION FLOW CHARTS**

Taking examples of serious incidents, the following action will take place:

Ill-intentioned Intruder

Raise alarm (attack alarm and send email).

‘Lockdown’ - All children to move to immediate cover (reduce/restricted movement).

Relevant emergency service informed.

Fire damage

Raise alarm (Fire alarm).

Evacuate to Fire Assembly Point to conduct head check.

Relevant emergency service informed.

During the day (if building cannot be reoccupied) – conduct an organised collection of children by parents.

During the night (if buildings cannot be reoccupied) – emergency shelter in the pavilion then relocate to Sunningdale School boarding accommodation.