Premises, Visitors and Site Security Policy

Academic Year 2025-2026

AIMS & PRINCIPLES

St Paul's Cathedral School is a Christian, co-educational community which holds to the values of love, justice, tolerance, respect, honesty, service and trust in its life and practice, to promote positive relationships throughout the school community and where the safety, welfare and emotional well-being of each child is of the utmost importance.

The school aims to instil a love of learning through a broad curriculum. It aims to give each pupil the opportunity to develop intellectually, socially, personally, physically, culturally and spiritually. All pupils are encouraged to work to the best of their ability and to achieve standards of excellence in all of their endeavours.

Through the corporate life of the school, and through good pastoral care, the school encourages the independence of the individual as well as mutual responsibility. It aims to make its pupils aware of the wider community, espouses the democratic process and encourages a close working relationship with parents and guardians.

1. Introduction

1.1 Since the School is located in the heart of the City of London, the site security of the school is of paramount importance. With approx 350 pupils and staff on site during the school day, the security needs to be regularly reviewed. This is done by the termly H&S Committee, chaired by the Director of Finance and Operations (DFO). .

1.2 The relationship to the Cathedral security team is integral to the overall effectiveness of St Paul's Cathedral School (SPCS) security. The Head of Security is invited to visit to help review security on a 6-monthly basis. The DFO attends Cathedral security briefings and exercises.

1.3 It is important that all members of the SPCS community take active measures to preserve the security of all buildings and property whether it is term or non-term time. Effective measures should be taken at all times to and to remind others (students and staff) of their obligations. Staff should make sure where possible valuable items of equipment are either locked away or placed in a safe place away from doors, windows and other accessible areas.

1.4 This policy will be reviewed every 2 years by the Senior Leadership Team (SLT) and when required for endorsement by the Finance and Resources Committee.

1.5 SPCS recognises its duty, under the Health and Safety at Work etc. Act 1974, to identify, assess and keep under review health and safety related risks, and to eliminate or reduce risks. We are dedicated to ensuring the safety and wellbeing of all people within the school community through implementing effective security measures, including e-safety and electronic control measures. Under this policy, a security risk includes risks to staff and pupils.

1.6 The aim of this policy is to inform staff, pupils, parents and visitors of the security arrangements and controls in place and encourage them to help ensure that these are implemented effectively, while maintaining an open and welcoming environment for all.

1.7 This policy and the associated procedures apply to all individuals entering the school premises. The policy will be made available to staff and pupils, so they can recognise and understand the need to be more vigilant about their own safety and security.

2. Concept of Security

2.1 The concept of security is one of an outer and inner layer, combined with the uppermost vigilance of all members of staff.

2.2 There is also a further overlay of security devices; pin pad entry systems and a CCTV system.

2.3 The outer layer of security is a combination of roving security patrols from the Cathedral team and most importantly a perimeter fence. This fence has electronically activated exit and entrance gates and doors to ensure that a fire evacuation can be executed.

2.4 The inner door system is controlled by a Paxton software door security system.

2.5 There is a duty resident system which caters for the end of day security, the closing of windows, checking of fire doors and turning off lights. The main front door and metal pedestrian and vehicle gates are checked during the final end of day close down procedures.

3. Responsibilities

3.1 The **Governing Body** of SPCS delegate site security to the **Head** as the head of establishment. In turn, the Head delegates the operational aspects of site security to the **DFO**. Any further requests for governor endorsement are channelled through the H&S Link Governor and or the Finance & Resources Committee.

3.2 The **Head of Boarding** has a responsibility outside school hours and in those periods when the choristers are in school but out of term time.

3.3 The **Site Manager** is responsible to the DFO for the site upkeep and conducts a 2-weekly check of all 'risk' areas. Particularly the perimeter fence and gates.

3.4 Monthly, **the DFO and Site Manager** conduct a site walk to check the serviceability of the systems that are designed to enhance security. Observations are recorded in the site monthly walk around log book. This log is presented to the H&S Link Governor, who will accompany the site walk on 1 or 2 occasions per year.

3.5 The **Health & Safety Committee** meet on a termly basis to review all aspects of school H&S. Department heads can raise issues to the DFO and the Site Manager.

3.6 External consultants are held on a yearly retainer to visit and audit the school's compliance. The current company PiB H&S consultants spend up to 4 days at site evaluating risks from fire and other site matters.

3.7 The school has an emergency call-out contract with Minerva Fire & Security.

3.8 **All Staff** have an important responsibility to ensure that the site is secure, belongings are secure, information is protected and that a culture of challenge and test is adopted for the entire security of the school. Technical systems are in place, but it is fundamental that all staff understand their role in reporting and understanding the concept of security.

4. Culture of Responsibility for School Security

4.1 Responding to unusual activity

- The school will follow the principles of the See, Check and Notify (SCaN) aims to maximise safety in its setting as much as possible by using their own available resources.
- **See** – the school will be vigilant of suspicious activity.
- **Check** – an appropriate member of staff will approach a suspicious person using 'the power of hello' to deter them from potential criminal activity and to alert them that they've been noticed.
- **Notify** – if a person or vehicle is on site and the school suspects them of criminal activity; an appropriate member of staff will call the police.

4.2 The 4 Cs protocol

- If the suspicious item is considered a threat, the school will take immediate action to move staff and pupils away from the item and contact the police.
- The school will follow the 4 Cs protocol (Confirms, Clear, Control, Communicate) when responding to an item once it's been decided as suspicious. The 4 Cs consist of the following steps:
- **Confirm** whether the item has suspicious characteristics
- **Clear** the immediate area
- **Control** access to the unsafe area

- **Communicate** to your security lead why you consider the item to be suspicious.

4.3 RUN HIDE TELL

- If the school is faced with a terrorist incident, it will understand and follow the RUN HIDE TELL principles to make informed and dynamic decisions to ensure the safety of all staff and pupils.
- The school will also ensure that its RUN TELL HIDE principles are appropriately adjusted for those with SEND or any other additional needs.
- The RUN HIDE TELL principles consist of the following steps:

RUN

- Locate the threat using sight and hearing, if possible.
- Run away from the danger and somewhere to safety if there's a safe route to take.
- Insist that others accompany you without letting their possible hesitation slow you down.
- Avoid wasting time gathering belongings or filming videos/taking pictures of the incident.

HIDE

- Hide if you're unable to run.
- If possible, lock and barricade yourself in a room with solid walls and keep away from the door.
- Find a hiding place which can withstand threats and is out of sight of the attacker.
- Remain quiet and still, ensure that any mobile device is turned off.
- Stay hidden until you are rescued by emergency responders.

TELL

- Ring 999 when it is safe to do so.
- Listen carefully to the operator and give as much information as possible.
- Prevent other people going towards the danger if possible.
- Alert other staff in the building, if possible.

5   School Visitors

5.1   Visitors shall be required, where possible, to present valid identification and state the purpose of their visit before entering the school premises. The school office and reception staff should be made aware of visitors pending arrival. The school receptionist will check identification, and when required take a copy and pass the copy to relevant persons.

5.2   All visitors must book in to school using the In-Ventry software system or during holidays the signing in sheet.

5.3   Coloured lanyards will be issued to all staff and visitors as below:

- Governors wear a black lanyard
- Staff wear a maroon lanyard
- Visitors wear red lanyards
- Consultants wear blue lanyards
- Parent visitors wear a Red or a SPCS maroon lanyard with the event of 'visitor' on their badge (the latter is used when a speedy entrance is required.)

- Chorister parents who visit in the weekday evenings wear an Orange lanyard (after booking in on the system and with the duty resident.)

5.4 All visitors must be escorted by a staff member at all times while on school property. If a visitor exceeds 4 hours or if more than 12 people make up a visit party, there must a visitor or event risk assessment.

5.5 If visitors are speaking, they must sign and be made aware of the school's procedures for briefings to pupils. This will remind speakers of the procedures on extremism, political and other contentious viewpoints for young children. The DSL will advise.

5.6 Unauthorised individuals found on the premises shall be reported to a member of the SLT. An investigation will be held to determine how the unauthorised visitor entered the site.

6 Volunteers

6.1 Volunteers do visit school from time to time to assist with events. This is particularly so with the PTA. Normal booking in procedures apply with a Red lanyard and school staff should always be able to supervise the volunteer(s). A briefing for the volunteers should be arranged before the activity.

6.2 A person or event risk assessment (on S Drive) should be completed by the person organising the activity.

6.3 A volunteer who enters the school site on a regular basis should be considered for further checks. The DSL can advise.

7 Contractors on Site

7.1 There is a frequent need to bring trades people on to the site to repair and maintain school systems. Ideally, the rump of this work is conducted outside of term time, but occasionally work is done when school is in session. In this case, contractors must be booked in, escorted at all times and confined to segregated areas. H&S should also be considered if tools will be used, especially drilling and sawing.

7.2 When applicable, contractors will have to produce a method statement and sign a school work permit to operate within the school.

7.3 Contractors that conduct frequent work will be considered for an enhanced DBS and ID check; this is seldom used, but the school has this option.

7.4 The school will always look to segregate contractors both in area of works and in time.

7.5 Contractors working as part of an agreed contract will also have a DSL briefing, with extra documents such as a code of conduct and reading school policies added to the list for their induction.

8 Map of the Site

8.1 At Annex A is the full site map with floor plans. The main entry and exit routes are highlighted by arrows.
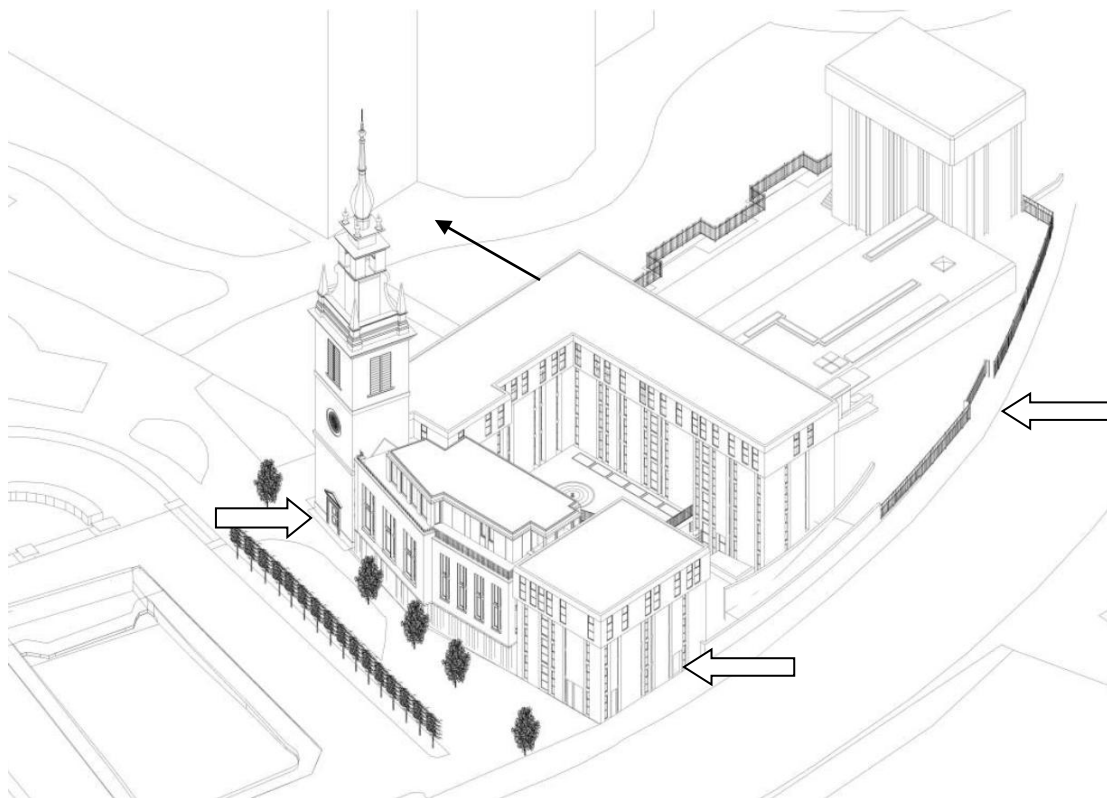
8.2 The arrows indicate the 3 main entry points to the school. St Augustine's Tower (Pre-Prep), New Change gate (boarding) and the main pedestrian and vehicle entrance (Prep, visitors and contractors).

8.3 There is one additional exit shown by the tin arrow. This is used by the Prep School at the end of the school day and by choristers accessing the Choir Practice Room.

8.4 There is a series of site risk assessments across the school. The DFO maintains this list of and identifies, with the H&S Ctte, new areas to risk assess.

9 Security Access Control – Paxton

9.1 The access control system is currently operated by a keypad system. The outer perimeter vehicle and pedestrian gates are controlled by keypad entry. Similarly, the inner security doors are also coded by Paxton.

9.2 Staff members can also gain access to the school and restricted areas using their identity card.

9.3 The SLT decide the frequency of pin number changes, as a minimum, it is 6-monthly.

9.4 The current Lockdown alarm is practiced annually. This alerts all staff and pupils of an incident in the vicinity of the school or Cathedral. The Lockdown Procedure gives further detail on procedures.

10 Pupil Access to Risky Areas

10.1 There are well known areas across the school that are deemed high risk to pupils. These areas have a different risk assessment and can be found in the S Drive under Risk Assessments for the site.

10.2 Areas of high risk include the workshop for the Site Manager, boiler, electrical, the kitchen and gas systems. These are locked secure at all times except for immediate access. This is checked by the Site Manager on a daily basis.

10.3 There are other areas where pupils are not to be left unattended as there are risks without the correct supervision. This includes the Blue Ship playground and the front forecourt. Judgement (age of pupils, weather) can be made for the Green yard as to whether pupils are at risk.

10.4 The boarding house, and Science Room should remain locked and or coded at all times. The Art Room being on a fire egress route remains unlocked, however hazardous materials and dangerous equipment are locked away when the room is unattended. Other members of staff should consider whether classroom and office cupboards should remain locked if string scissors, guillotines etc are within.

10.5 The laundry room, bike shed, and kitchen are also out of bounds for pupils.

11 Fault Reporting and Checking

11.1 The monthly site walks are the prime way in which security shortcomings are identified. In addition, the Site Manager is conducting daily checks across the site especially around entry and exit points.

11.2 Staff may report matters directly to the Site Manager or DFO. The method of reporting is current via email to Maintenance@spcs.london.sch.uk.

11.3 The H&S Committee review outstanding actions; this includes matters of site security.

11.4 The 2-weekly support staff update includes a review of the maintenance list, assembled by the DFO and Site Manager.

12 Incident Reporting and Security Reviews

12.1 Suspicious activity around the site, particularly overlooking the green yard from the Cathedral Gardens is to be reported to the DFO, who logs incidents.

12.2 If a trend or familiar onlooker persists, then the Cathedral security team and if necessary, the City of London police are alerted.

12.3 An incident log is maintained to preserve a chronology. This log can be found at the SLT Y Drive and it is reviewed every term by DFO. A template is enclosed at Annex **B.**

12.4 From time to time there will be a security review, normally held in concert with the Cathedral team. The security team from the Cathedral invite school staff to participate in reviews and evacuation exercises.

13 Staff and Pupil Awareness Training

13.1 Members of school staff will receive internal and external security awareness training at every INSET period to remind them how to use the school systems and how to raise an alert. There is a school induction for new arrivals that is administered by line managers.

13.2 From time to time there will be specialist briefings delivered at the Wednesday staff meeting to help staff understand any new security measures.

13.3 Pupils will receive their awareness on security issues (online, personal and equipment safety) as part of their PHSE and other pastoral lesson time.

14 Summary

14.1 The safety and security of students, staff, and visitors is paramount. By adhering to this School Site Security Policy and working together as a community, the school can create a secure environment conducive to learning in a safe and secure site.

14.2 This Policy is to be reviewed every year as it contains real time security procedures wish will have to remain dynamic throughout the school year.

Annex A – Maps of School (3 D and Floor Plans)

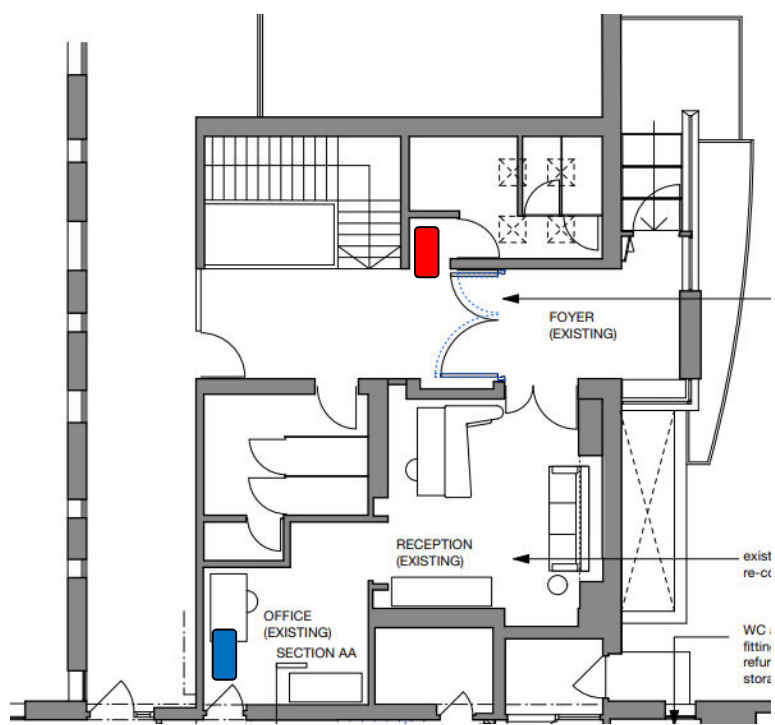Further clarification on the exit route for Prep School and Choristers
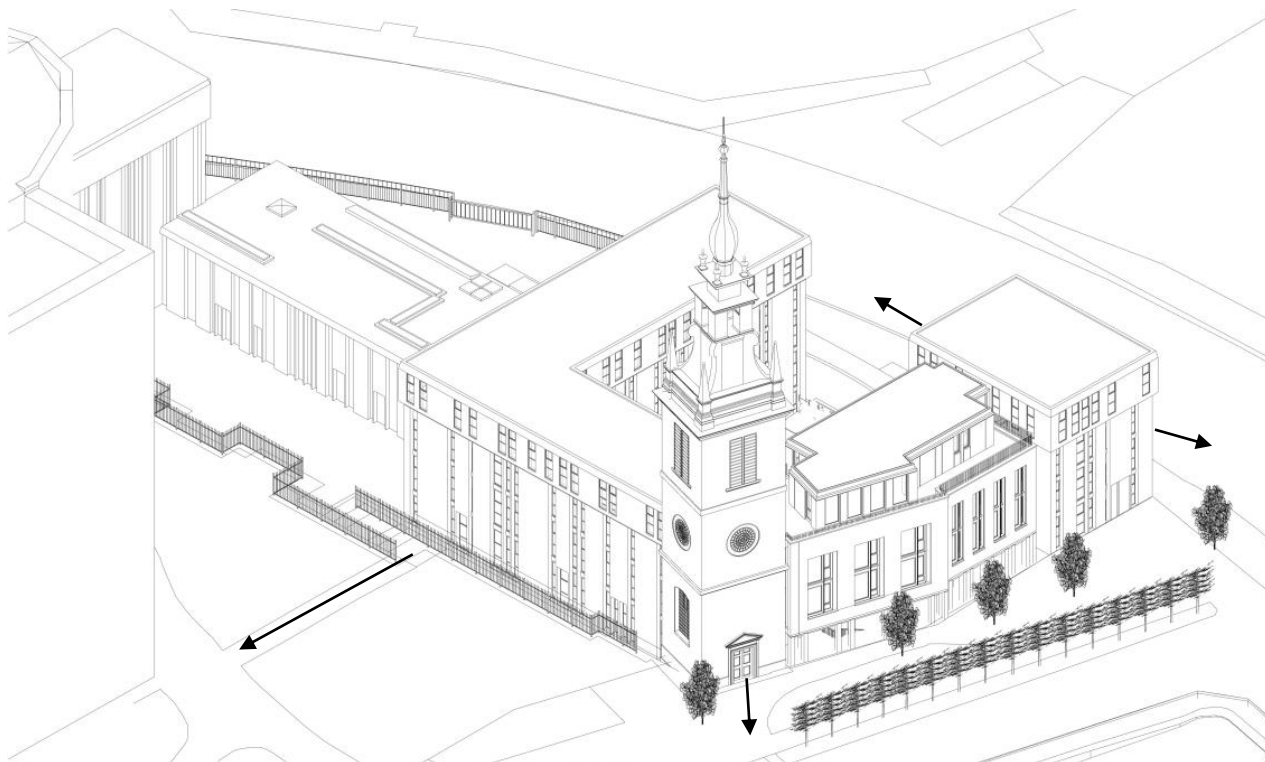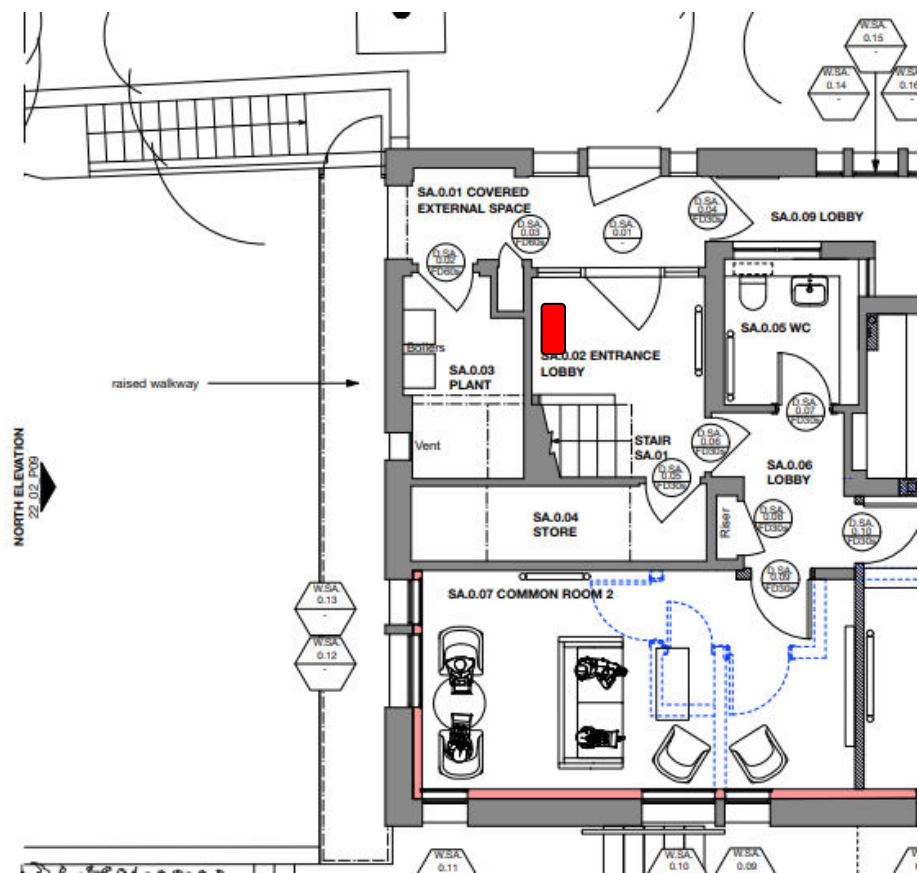

location of CCTV (1)
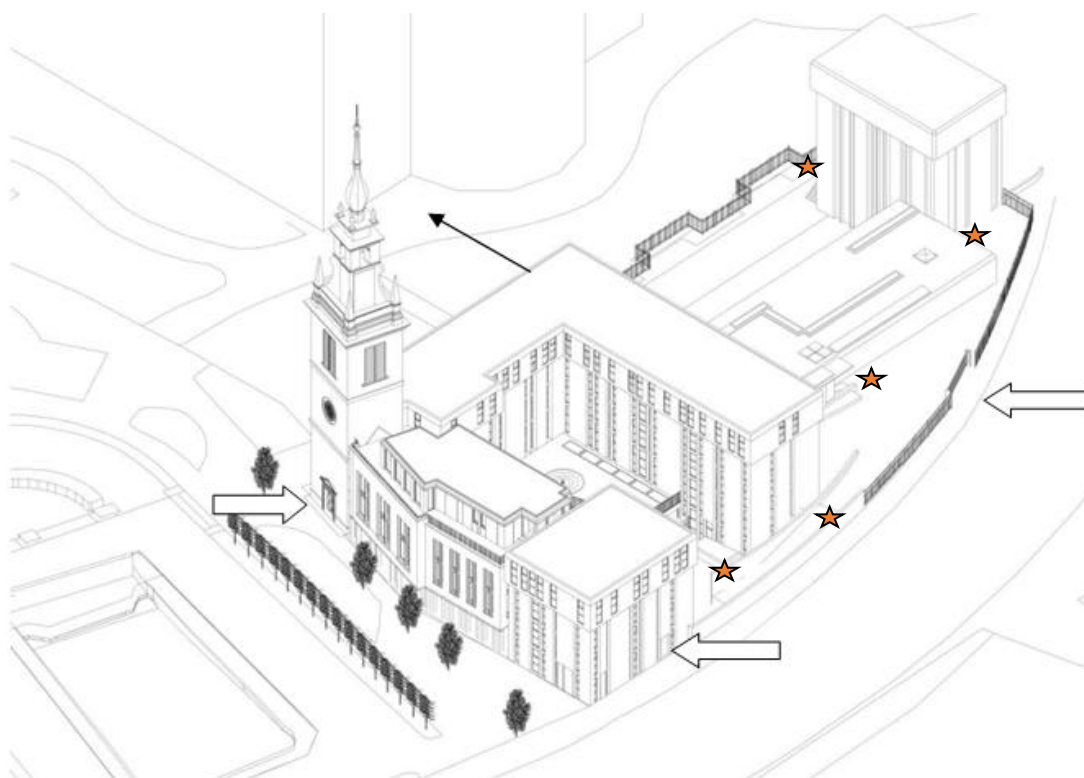
location of CCTV (2)

School Security (Fire Panel (red) and Lockdown (blue) locations)

St Augustine's House Fire Panel

ANNEX B – Incident Log template

Emergency Management Plan- LOG sheet

Name   **Date of Incident**

Serial	Time	Event	Action Taken	Notes