

Document Control	
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## Security (Including Visitors)

### Statement

Banstead Prep School (BPS) aims to ensure pupils, staff and visitors are safe to create an effective environment for teaching and learning and to protect the welfare of all those who work and study on school premises. The Site Manager has overall responsibility for ensuring the security of the school site, together with the Site Assistants, but all staff have a responsibility to implement the procedures outlined below.

This policy applies to all members of our school community, including those in our EYFS setting. Banstead Prep School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. Banstead Prep School seeks to implement this policy through adherence to the procedures set out in the rest of this document. In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the School Office and should be read in conjunction with the following documents:

- Safeguarding Policy;
- Whistleblowing Policy;
- Supervision Policy;
- Health and Safety Policy and Procedures
- First Aid Policy;
- Supporting Children with Medical Needs
- Visiting Speakers Policy
- Equal Opportunities Policy
- Wraparound Care Policy and Procedures.

This document is reviewed annually by the Business Manager or as legislation or events require. The next date for review is January 2026.



### General Security Procedure

A Site Security Risk Assessment is carried out and reviewed and should be read in consultation with this policy.

Access to the site is controlled by staff located in the School Office via secure access keypad entrance system; locked perimeter fencing prevents unauthorised access to the site whilst the school is in session.

Staff in the School Office must identify any callers at the front door or school gate before allowing them access to the reception area. If they cannot clearly see the person ringing the doorbell, or do not know them, they must either use the intercom to identify them and ask the reason for their visit, or go to the door to speak with them. Only when the reason for their visit and a dynamic risk assessment is complete if the person is not known to the school, should they be allowed to enter the school office and follow the visitor procedures as detailed below.

Perimeter gates around the site are kept locked whilst the school is in session unless supervised by a member of staff.

The exterior of the school site is lit by security lights which are either active via sensor, time clocks or via a manual switch. The gate to the Sports Field is locked when not in use.

Staff are advised to challenge strangers by asking 'Can I help you?' to any person without a clearly visible visitors badge or if they are displaying suspicious or unusual behaviour. All staff are required to wear their photo ID badges unless undertaking duties which are not compatible with wearing the badge and lanyard. Staff should not put themselves at risk and if unsure must contact a member of SLT or the Site Manager or, if imminent danger is obvious, the police must be first called.

### Visitors

All visitors, in whatever capacity, **MUST** report to the Banstead Prep School office immediately on arrival. They will be asked to sign in on InVentry, an electronic visitor recording system, and will be given a visitor's badge to identify them as a visitor. Visitors will be accompanied by a member of staff **AT ALL TIMES** and will not have any unsupervised access to pupils. Any person, (other than a member of school staff or a pupil) on the school site and not in possession of a visitor's badge will be challenged and, if necessary, asked to leave.

Records of visitors will be retained for a period of 6 years for Safeguarding and Health and Safety purposes.

One off visitors are allocated a red lanyard and unknown contractors a blue lanyard. These visitors **MUST** be escorted whilst on the premises.



Regular contractors, peripatetic music teachers, regular volunteers, Governors and United Learning Head Office staff who have completed the appropriate checks and do not have a personal issue staff pass, are allocated a badge with a yellow lanyard and may have unescorted access to the school site.

When visitors have been invited into school in an educational capacity (e.g. as a one off visiting speaker, workshops etc) the staff member organising this is responsible for ensuring the appropriate content and behaviour of the visitor. They must complete a visiting speakers form, and follow all other requirements as detailed in the Visiting Speakers Policy. All staff are responsible for the safeguarding of pupils and the 'supervision' of adults in school and should intervene if there is any level of concern and notify SLT immediately.

Regular visitors, such as contractors needing access to the school during school hours, will be asked to comply with a DBS check. Such visitors will still be required to wear an identifying visitor's badge but may move around the premises unaccompanied.

Every visitor will be provided with a Visitor Information Leaflet (see appendix).

### **After School Activities**

Any activity taking place after 16:00 should, ideally, be confined to one area and must be supervised by a member of staff who is responsible for registering pupils to that activity. First Aid provision must also be accounted for.

### **Wrap-around care**

Wrap around care is provided from 07.30-08.00 in the school dining hall and from 16.00-18.00, Monday to Friday in the After School Care classroom in White Cottage. All pupils must be signed in/out on the registers in SOCS and parents/ guardians dropping off/ collecting pupils must call Breakfast and After School Care either on the allocated mobile number or the Office number when open, to notify staff they have arrived to drop off/collect their children. In the morning a member of Breakfast Care staff will greet them at the door or in the school office, accompany the child to the dining hall and register them. After school, before 5pm a member of ASC staff will escort the children to main gate and hand over the children to their parents. After 5pm, parents must first call the ASC mobile number and advise they have arrived to collect their child, then make their way to the external door of the Afterschool care classroom where a member of ASC staff will greet them and hand over their child. Before 5pm no parent collecting from afterschool care is permitted uncontrolled access to the school site. Full details on the safety and security of children attending wraparound can be found in the Wraparound Care Policy.

Updated – Sept 2024 – reflect change of location for Afterschool Care - CT



## Appendix: Visitor Information

All contractors and visitors are shown the following in the form of a leaflet:

### **Welcome to Banstead Prep School**

As part of our system for the safeguarding of pupils, staff and visitors, please read this leaflet and observe the information contained in it.

- **Please remain with your host at all times**
- **Please do not access any area of the school unless accompanied by your host**
- **Please do not take any photographs whilst in school or use your mobile phone**
- **Please ensure that any material that you present, verbally or in writing, is age appropriate and complies with our policy of tolerance and non-discrimination**

**If at any time you have a concern about a pupil or any behaviour you notice, please mention it to your host so that we can follow up.**

#### **Signing In and Out**

If you are not known to the member of staff on reception you will be asked to show ID before being given a Visitor badge. Please wear your badge and ensure it is clearly visible throughout your visit. You should be accompanied at all times around the school. At the end of your visit you will be taken back to the school office to sign out and return your Visitor badge.

#### **Mobility & First Aid**

Please let us know if you have any mobility or health issues you require support with. If you have an accident or feel unwell, your host will escort you to the School Office where a trained first aider will be available.

#### **Fire Safety**

If the fire alarm sounds, your host will direct you to the muster point on the front field. Remain with your host until the all clear has been given. You may then resume your visit. If you have mobility issues your host will show you the safe refuge point. You should remain at this point in the event of a fire for assistance from the Emergency Services.

#### **Smoking**

Banstead Prep School is a non-smoking site.

#### **Photography**

Please do not take photographs of any part of the school, unless you have been given express permission ahead of your visit by a member of the Senior Leadership Team.

#### **Toilets**

Toilet facilities for use by staff and visitors are clearly marked. We ask that you do not use the toilets designated for pupils. Please ask your host if you are unsure which facilities to use.

#### **Safeguarding**

Banstead Prep School is committed to keeping the pupils in this school safe. You will be supervised for the duration of your visit. The Lead DSL is Julie Windett.

Thank you for respecting our school. I sincerely hope you enjoy your visit.

**Jon Chesworth, Headteacher**

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