ABBEY COLLEGE IN MALVERN
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Site Security Policy

Related Documents Include:
• Student Induction Policy • Searching Policy • Safeguarding Children Policy • Child Protection Policy • Written Instructions for Students Indicating How to Use Their Safe • Risk Assessment for Site Security • Out of Bounds Policy • Visitors Policy • Student Handbook
Monitoring and Review
• This policy will be subject to continuous monitoring, refinement and audit by the Principal or Welfare Manager. • The Principal or Welfare Manager will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
• The next official date for review is **November 2027.**

Introduction

At Abbey College we take the security of our students very seriously and a number of measures are in place to help ensure security is as good as possible:

- Each student is given their own individual key to their bedroom upon arrival at the College.
- Each bedroom has a lock. Students are reminded in the Student Handbook, at the initial induction and in-house meetings that they **must** lock their doors whenever they are not in the room.
- If the student loses their key, they should inform the Welfare Manager (or member of the boarding/welfare team) **immediately.**
- Each student can request a safe in their room.

Safes

If they require a safe, the students are shown how to use them and a poster is also displayed on top of the safe giving them written instructions. The students choose their own combination for the safe and they are told not to share this with any other students. In twin rooms there are usually two safes.

The Welfare Manager does have the capability to over-ride and reset the safe combinations. This is used when a student has left the College without resetting their safe, or if the batteries are dead. Please refer to the

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Searching Policy for details of situations when the Welfare Manager would intentionally over-ride an existing student's safe combination.

Students are told they should **not** leave money or valuable possessions on display in their room and they should use either their safe or the College pocket money system. They are also informed that valuable items can be looked after by the Welfare Manager if required.

Key Codes

Each building where an adult could gain unsupervised access to the students has a key code on all doors accessing the house.

Students and relevant members of staff (including Enhanced DBS Contractors) are told the key codes of the buildings. The catches have been taken off the locks so the students cannot circumvent the system and they also have strong door closers to ensure they close and lock each time.

Visual checks on the key code locks take place daily and any problems are immediately reported. Each evening a final check is done by the member of staff completing the lock ups; these checks are recorded in the lock up book.

CCTV

There are CCTV cameras located around the campus.

We have a number of CCTV cameras based around the campus. These cover some external areas and the entrances to several boarding houses. There are also some dummy cameras in the boarding houses. The viewing monitor for the cameras in based in the Welfare office and only authorised staff members have access to it. It is on a continuous loop, which records over itself after a specified period of time. On the rare occasions it is required parts of the recording can be copied and sent to the requesting authority; i.e. the police.

Students are told during the induction that the cameras do not record the corridors or individual bedrooms in the boarding houses.

Staff with Keys

House Parents and domestic staff have a set of keys and can access the student bedrooms as required. All staff knock before entering a room. Staff should take the necessary action to ensure they are never alone in a room with a student with the door closed. For more details please see the Safeguarding Children Policy.

House Parents keep their house keys in their accommodation; the domestic staff collect their keys daily from Student Services.

There are a number of out of bounds areas on the campus, these areas are highlighted during student induction, at House Meetings and in the Student Handbook. There are signs on these areas informing students (and unauthorised staff) that they must not enter. These areas are either fenced off or locked. The security of these areas is checked daily by a member of the maintenance team.

A risk assessment on site security is completed annually and checked by an external consultant. This risk assessment is made available to all the relevant staff.

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