



Rugby School

## Personal Security Policy

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September 2020

**Responsibility for updating this policy: Operations Manager**

Concern for student welfare is paramount and the School is continually reviewing and improving its procedures and infrastructure.

There is a CO (register) taken in all Houses at Breakfast, Lunch, Tea and at Bedtime.

Students are allowed out of their House at various times during the day either to attend School activities or socialise. After 6pm and at weekends they are expected to 'Sign in' and 'Sign out' of the House so that the Hm knows of their whereabouts. The rules for 'visiting' and 'Bounds' are clearly set out in the Guidelines for Life at Rugby School Booklet. Although students are allowed into the town they must return by 5.30pm. Students in the D Block and below should not go out on their own after dark and all students should be careful moving around alone at times when they might be vulnerable to unwanted attention.

All School visitors to the Houses must 'sign in' in the evenings.

Parents are allowed access to the House but are expected to let the Hm know of their visit.

Any other member of the public entering the House must have the express permission of the Hm and will be kept under sufficient staff supervision to prevent them from gaining unsupervised access to students.

External maintenance staff must report to Estates before entering a Boarding House and must carry identification and a 'School Visitor ID' clearly displayed.

All School staff with unsupervised access to students will have had a statutory police check prior to employment. This includes boarding staff family members older than 16.

All School staff and contract catering staff wear School photo identity badges on blue lanyards or clip on badge holders. Staff who are Deputy Designated Safeguarding Lead trained wear their identity badges on green lanyards and all visitors to the School are issued with a Visitor badge worn on a red lanyard.

Boarding Houses have few points of entry and all of these have 'combination lock' doors. After 6pm the student entrance is locked and students will exit and access the House via the Hm or Tutor study ('signing in/out').

Boarding Houses that do not have ground floor accommodation set an alarm at night.

Windows are generally barred or fitted with restraints for both security and safety reasons.

House perimeters are fenced where practicable and sensor lights are fitted to ensure safe access.

It is important to continually remind students of security and urge them to avoid the sort of behaviour that attracts unwanted attention. There should be a reminder of sensible behaviour posted alongside the 'Signing Out' book/sheet.

The police should be contacted immediately on 999 and the Head Master informed of instances of unprovoked attacks on students. If the Hm is concerned for the security of his/her students he/she should either contact the Security Officer on 01788 556104 or the police direct on 999 for

emergencies and on 101 (ask for Warwickshire Police) for non-emergencies. A member of the Senior Management Team should also be immediately informed.

**Authorised Compliance and Risk Committee:**

**Date:**

23 September 2020

COVID 19 Appendix

At Rugby School we take the personal security of all the students, staff and visitors seriously. With this in mind, this COVID-19 appendix to the personal security policy is in place to ensure the school is a safe environment.

In the event of the national outbreak of the COVID 19 health pandemic continuing for the foreseeable future, we have followed the Government health advice and guidance, legal advice and advice from our insurance provider.

From the start of the Advent Term, Rugby School will continue to operate as 'normal', while following the guidelines set out by the Government. These guidelines will change regularly, and the school will make the necessary changes as they occur.

The security talk to all new students will be a MS Powerpoint presentation rather than to groups in Houses.

Visitors to the school and to Houses will be kept to a minimum, if at all.

Security procedures remain the same, and there will continue to be a security presence.

Reporting of incidents should continue as set out in the policy.