



Security Plan & Key Holders (6th Form)

Responsible person: **Claudio Comoli** (Bursar / Facilities manager) and Steve Proctor (Head of Sixth Form)

Review Cycle: Annual

Last review date: September 2024

New review date: September 2025

In all Burlington House School policies, the words “Burlington House School or school” refer to Burlington House School Bishop’s Avenue, Burlington House School Sixth Form at Beavor Lane and Burlington House School Prep at Fulham High Street.

Burlington House School is owned and operated by **Cavendish Education**.

General Introduction:

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school’s aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values: that ‘all children can achieve’.

While this current policy document may be referred to elsewhere in Burlington House School documentation, including particulars of employment, it is non-contractual.

In the school’s policies, unless the specific context requires otherwise, the word “parent” is used in terms of Section 576 of the [Education Act 1996](#), which states that a ‘parent’, in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility September 2018](#) considers a ‘parent’ to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BrightSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Burlington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Burlington House School.

The policy documents of Burlington House School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

ENTRANCE TO THE SIXTH FORM

- The school has an electronic touch-in card system which releases the front door
- There is one entrance to the school. The reception area is monitored by the Receptionist.
- The code to the internal doors is known only to the staff of Burlington House Sixth Form and are changed on a termly basis.
- All visitors to the site must report to the reception area where they must sign in and out (for safeguarding and fire safety purposes); they will be able to print a visitor's sticker.

KEY HOLDERS

- Named keyholders of the school include:
- The Head of Sixth Form
- The Site Supervisor
- The Head of Sixth Form PA
- The Sixth Form Administrator
- The cleaner
- Diamond fire and security ltd

Keyholders will also hold a fob to enable and disable the alarm system. Each fob is numbered and electronically identified to the keyholder.

All other keys are held in a locked storage area in the caretaker's office. In the case of some classrooms, there is a second set of keys held by the teacher. This includes the Art, Media and Performing Arts Department.

OPENING AND LOCKING THE SCHOOL

The Site Supervisor has responsibility for opening the school each morning at 7.30 am including ensuring all fire exits and external doors are open. Pupils are allowed on site from 8.00 am. Each morning, a member of the Senior Leadership Team will be on duty from 8 am until 8.25 am to supervise the pupils. The Receptionist is on duty at the door between 8:00 am and 8:45 am and 3:45 pm and 4:00 pm.

Staff must leave the premises by 5.30 pm at which point the Site Supervisor has responsibility for locking the school. In the Site Supervisor's absence, the member of the Senior Leadership Team will lock the school.

After-school events are held on a weekly basis, in these instances if available the Site Supervisor will adjust his hours to enable him to lock the school, otherwise, the Senior Leadership Team will take responsibility.

In the case of an emergency evacuation or alarm bell after the school day has finished (i.e. from 4.30 pm onwards), staff and any pupils onsite for special events should exit through the emergency fire doors, located at the bottom of the stairs or the reception entrance, whichever is nearest and safely accessible. A member of the Senior Leadership Team is responsible for contacting the Fire Brigade when outside or via mobile while exiting.

SECURITY BREACHES OUTSIDE SCHOOL HOURS

In the case of a security breach and the alarm sound the alarm company will call the key holders in priority order to attend the school. The keyholder should await the arrival of the police before entering the school premises.



Security Plan & Key Holders (Senior)

Responsible person: Claudio Comoli (Bursar / Facilities manager) and Matthew Potger (Head of Senior)

Review Cycle: Annual

Last review date: September 2024

New review date: September 2025

In all Burlington House School policies, the words “Burlington House School” refer to Burlington House Prep, Burlington House Senior and Burlington House Sixth Form.

Burlington House School is owned and operated by **Cavendish Education**.

General Introduction:

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school’s aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values: that **all children can achieve**.

While this current policy document may be referred to elsewhere in Burlington House School documentation, including particulars of employment, it is non-contractual.

In the school’s policies, unless the specific context requires otherwise, the word “parent” is used in terms of Section 576 of the Education Act 1996, which states that a ‘parent’, in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance Understanding and dealing with issues relating to parental responsibility updated August 2023 considers a ‘parent’ to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Where this policy refers to 'employees', the term refers to any individual that is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

Burlington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Burlington House School.

The policy documents of Burlington House School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

ENTRANCE TO THE SENIOR SCHOOL

- The school has an electronic touch-in card system which releases the front door
- There is one entrance to the school, which is coded. The reception area is monitored by the Receptionist.
- The code to the internal doors is known only to the staff of Burlington House Senior School and is changed on a termly basis.
- All visitors to the site must report to the reception area where they must sign in and out (for safeguarding and fire safety purposes); they will be able to print a visitor's sticker.

KEY HOLDERS

- Named keyholders of the school include:
- The Principal
- The Head of Senior School
- The Site Manager (who is responsible for the master set of keys)
- The Bursar
- The Safeguarding Lead + The Pastoral Lead
- The Deputy Head

- The IT Director
- The cleaner
- The chef (Harrisons)

Keyholders will also hold a fob to enable and disable the alarm system. Each fob is numbered and electronically identified to the keyholder.

All other keys are held in a locked storage area in the caretaker's office. In the case of some classrooms, there is a second set of keys held by the teacher. This includes the Art, Media and Performing Arts Department.

OPENING AND LOCKING THE SCHOOL

The Site Supervisor has responsibility for opening the school each morning at 7.30 am including ensuring all fire exits and external doors are open. Pupils are allowed on site from 8.00 am. Each morning, a member of the Senior Leadership Team will be on duty from 8 am until 8.25 am to supervise the pupils. The Receptionist is on duty at the door between 8:00 am and 8:45 am and 3:45 pm and 4:00 pm.

Staff must leave the premises by 5.30 pm at which point the Site Supervisor has responsibility for locking the school. In the Site Supervisor's absence, the member of the Senior Leadership Team will lock the school.

After-school events are held on a weekly basis, in these instances if available the Site Supervisor will adjust his hours to enable him to lock the school, otherwise, the Senior Leadership Team will take responsibility.

In the case of an emergency evacuation or alarm bell after the school day has finished (i.e. from 4.30 pm onwards), staff and any pupils onsite for special events should exit through the emergency fire doors, located at the bottom of the stairs or the reception entrance, whichever is nearest and safely accessible. A member of the Senior Leadership Team is responsible for contacting the Fire Brigade when outside or via mobile while exiting.

SECURITY BREACHES OUTSIDE SCHOOL HOURS

In the case of a security breach and the alarm sound the alarm company will call the key holders in priority order to attend the school. The keyholder should await the arrival of the police before entering the school premises.



Security Plan & Key Holders (Prep)

Responsible person: Claudio Comoli (Bursar / Facilities Manager) and Nicola Lovell (Headteacher)

Review Cycle: Annual

Last review date: September 2024

New review date: September 2025

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- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

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ENTRANCE TO THE PREP SCHOOL

- The school has an electronic touch-in card system which releases the front door
- There is one entrance to the school. The reception area is monitored by the Receptionist.
- The code to the internal doors is known only to the staff of Burlington House Prep School and is changed on a termly basis.
- All visitors to the site must report to the reception area where they must sign in and out (for safeguarding and fire safety purposes); they will be able to print a visitor's sticker.

KEY HOLDERS

- Named keyholders of the school include:
- The Keyholding Company
- The Headteacher
- The Site Manager (who is responsible for the master set of keys)
- EA to the Headteacher
- The IT Director (Aquilatec)
- The cleaners
- The chef (Harrison's)

Keyholders will also hold a fob to enable and disable the alarm system. Each fob is numbered and electronically identified to the keyholder.

All other keys are held in a locked storage area in the reception area.

OPENING AND LOCKING THE SCHOOL

The Site Supervisor has responsibility for opening the school each morning at 7.30 am including ensuring all fire exits and external doors are open. Pupils are allowed on site from 8.00 am. Each morning, a member of the Senior Leadership Team will be on duty from 8 am until 8.25 am to supervise the pupils. The Receptionist is on duty at the door between 8:00 am and 8:45 am and 3:45 pm and 4:00 pm.

Staff must leave the premises by 5.30 pm at which point the Site Supervisor has responsibility for locking the school. In the Site Supervisor's absence, the member of the Senior Leadership Team will lock the school.

After-school events are held on a weekly basis, in these instances if available the Site Supervisor will adjust his hours to enable him to lock the school, otherwise, the Senior Leadership Team will take responsibility.

In the case of an emergency evacuation or alarm bell after the school day has finished (i.e. from 4.30 pm onwards), staff and any pupils onsite for special events should exit through the emergency fire doors, located at the bottom of the stairs or the reception entrance, whichever is nearest and safely accessible. A member of the Senior Leadership Team is responsible for contacting the Fire Brigade when outside or via mobile while exiting.

SECURITY BREACHES OUTSIDE SCHOOL HOURS

In the case of a security breach and the alarm sound the alarm company will call the key holders in priority order to attend the school. The keyholder should await the arrival of the police before entering the school premises.