

Security Plan & Key Holders

Responsible person: Claudio Comoli

Last review date: May 2022

New review date: May 2023

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.

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, all of which are coded. The reception area is monitored by the Receptionist.
- The code to the internal doors and are 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 Principal
- The Site Manager (who is responsible for the master set of keys)
- The Bursar
- The IT Director
- The Head Teacher
- The cleaner

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 are 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 7.30am including ensuring all fire exits and external doors are open. Pupils are allowed on site from 8.00am, and staff at their discretion but no later than 8.20am. Each morning, a member of the Senior Leadership Team

will be on duty from 8am until 8.25am to supervise the pupils. The Receptionist is on duty at the door between 8:00am and 8:45am and 3:45pm and 4:00pm.

Staff must leave the premises by 5.30pm 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 emergency evacuation or alarm bell after the school day has finished (i.e. from 4.30pm 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 key holder should await the arrival of the police before entering the school premises.

Signed: _____ (Headmaster)

Date: _____