



Mill Hill

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# Security Policy

Effective from March 2020

## **1. Statement of Security Policy**

This Policy ensures that plans and procedures at Mill Hill School Foundation enable the school to meet the standards of individual and collective personal security that are required by regulation, in particular the Health and Safety at Work Act 1974 et seq, the Management of Health and Safety at Work Regulations 1998, the National Minimum Boarding Standards Regulations and the Regulatory Requirements of Independent Schools, as published from time to time by the Independent Schools Inspectorate. The Quality of Pastoral Care, and the Welfare, Health and Safety of Pupils is affected by the security posture and attitudes within the school of both staff and pupils, as well as by physical features such as locks and lighting.

## **2. Communication**

This policy applies to all schools in the Foundation and is communicated to all staff through the Staff handbook, and available to all staff on the School intranet. Security is included as a subject to be covered by the Health and Safety Committee, and the Governors' Estates Committee. Security will always be a Standing Agenda Item at the termly Health and Safety Committee Meetings.

## **3. Statement**

The Governors of the Mill Hill School Foundation recognise that just as the Foundation has a duty to maintain the health and safety of staff, pupils, parents, and visitors, they have an equal duty to maintain their personal security. Mill Hill School Foundation is a partially open site with public footpaths and a public bridleway across the site, but only those who have business at one of the Foundation schools is entitled to be within the grounds but off these rights of way. Vehicular access is physically prohibited wherever possible by locking of gates; the Foundation is taking steps to improve physical security and access in particular to the Mill Hill School campus by additional perimeter fences and gates. Buildings will be kept locked out of hours when not in use and during periods of prolonged absence, eg. Holidays. Visitors, including contractors, must sign in at the respective School reception and must be supervised at all times by a member of the Mill Hill School Foundation staff unless they are already on the Foundation 'DBS cleared' contractor list which is held at reception and updated from time to time. Staff responsible for supervising visitors must take personal responsibility for their actions whilst on School grounds.

## **4. Statement of Boarding Security**

The Boarding Houses maintain their integrity by being accessible only by those who have right of access and are in possession of the appropriate digital lock codes. No one else is permitted within the boarding areas unless they are escorted by an appropriate member of staff.

## **5. Funding**

The Governing Body will review funding for security measures as part of the annual budget process and a security strategy which is currently being developed for March 2020 following a security audit undertaken by external consultants in 2019. Where there is an urgent need for security measures in year approval will be sought from the Finance and Estate Committees where funding cannot be met from contingency funds in the budget.

## **6. Reporting**

Security issues will be included in the termly Health and Safety reports to the Estates Committee.

## **7. Premises**

Premises staff are responsible for opening and securing School buildings each day. All buildings are alarmed after they have been locked. Out of hours the Foundation buildings are patrolled each evening by an external guard force who patrol at irregular intervals to ensure all buildings are secure. Additional patrols are requested for specific events or during periods of increased risk.

### **Duties of Staff**

## **8. The Head**

The Head of each of the Foundation's schools is ultimately responsible for the implementation and operation of the Security Policy. He/She will:

- Ensure that all staff appreciate the importance of security, and understand the Policy Statements above. He/She will ensure that the Senior Leadership/Management Team's deliberations on the routines and procedures that are to be followed in the School are appropriately promulgated and maintained.
- Ensure that all staff accept their own responsibility.
- Ensure that staff are made available for appropriate security training when required.
- Ensure that parents are aware of the security posture of the respective Foundation School and that they are encouraged to play their part in its maintenance.
- Ensure that advice and co-operation is obtained from the police.
- Ensure that there is a procedure for contacting the police routinely, and in an emergency, and that staff are aware of it.
- Ensure that there is a security incident reporting procedure within the school to him/her, and that all crimes are reported to the police and an appropriate crime number is obtained.
- Ensure that the Health and Safety Committee review reported incidents so that any trends may be spotted and acted upon

## **9. The Estate Manager**

The Estate Manager will:

- Review the security risk assessment annually.
- Ensure that there are periodic security inspections of the Foundation schools. These may be combined with Health and Safety inspections.
- Ensure changes in security are reported to the Foundation's insurance brokers, and seek advice from them should any sizeable investment in security be considered.

- Ensure that security is considered as a part of the overall risk management strategy of the Foundation.
- Ensure that security forms part of the induction of all new staff.
- Ensure that all parties using school premises or facilities are aware of the policy and what is required of them.

### **Routine Security Procedures**

10. As part of the Foundation's security posture it is recognised that good security is a collective effort. This includes awareness when something looks out of place, reporting suspicious activity, challenging persons on Foundation grounds who do not appear to be wearing a Foundation ID badge, and reporting instances of physical breaches of security, such as gates being unlocked when they should be locked, and doors left open. Security also includes the safeguarding of information that should remain confidential to the Foundation.
11. The routines that have been developed across the Foundation have been designed to maintain a suitable security posture commensurate with the aesthetics of being an 'open site' with public rights of way crossing through the site.
12. The Foundation relies on a combination of physical and procedural measures to ensure the safety and security of its pupils, staff and visitors. All buildings are secured by key coded locks which are changed at least once each year and are different for each building. Only pupils and staff are routinely issued with the codes, others, eg. ISI inspectors, may be issued with appropriate door codes on an as required basis. Access to each of the Foundation school's open spaces is controlled wherever possible by perimeter fences and gates. Where this is not possible appropriate signage is used and a 'challenge culture' is encouraged. Individuals are identified by the wearing of ID badges which have coloured lanyards to identify those visitors and contractors who should be escorted by a member of staff. Additional security measures include the use of CCTV and alarms.

### **CCTV**

13. The Foundation uses CCTV cameras across the campus for the purposes of safety, security and crime prevention. The System is administered and managed by the Foundation, who act as the Data Controller. All fixed cameras are in plain sight of school premises and the Foundation does not routinely use CCTV for covert monitoring or monitoring of private property outside of Foundation grounds. CCTV is used within communal areas of boarding accommodation, common rooms and key external areas.
14. The Foundation has developed a CCTV Policy to regulate the management and operation of the CCTV System across the Foundation. It also serves as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors to the Foundation and members of the public) regarding their rights in relation to personal data recorded via the CCTV system. This policy will be subject to review from time to time, and should be read with reference to the Foundation's Data Protection Policy/Privacy Notice.

### **Policy Review**

15. The Foundation will review this policy on a biennial basis or earlier if required.  
Next review is due March 2022

This Policy was approved by the Court of Governors.

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