



BROCKHURST & MARLSTON HOUSE SCHOOLS

Including all of the Pre-Prep Department and Early Years Foundation Stage

PREMISES & SECURITY POLICY

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2025.

Reviewed: September 2024

Next Review: September 2026

Premises & Security Policy

Aim

At Brockhurst and Marlston House Prep and Ridge House, our goal is to provide a safe and secure environment for pupils, staff, and visitors. This policy outlines the procedures and measures in place to maintain security across all areas of the school premises, both indoor and outdoor, in compliance with the Independent School Standards and the National Minimum Standards for Boarding Schools.

Roles and Responsibilities

Headmaster

The Headmaster holds overall responsibility for security and its implementation, ensuring that:

- All staff understand and adhere to the security policy and their responsibilities.
- Staff training needs are regularly reviewed, with appropriate training provided.
- Pupils are released only to individuals named by the parent or legal guardian.
- Children do not leave the premises unsupervised.
- Parents are informed of security protocols and expected to comply.
- Formal risk assessments are conducted annually or when circumstances change to assess the effectiveness of security measures. These may be delegated to a designated staff member.
- All crimes are reported to the police in accordance with statutory requirements.

Staff

All staff share responsibility for implementing and maintaining the school's security measures and must remain vigilant in ensuring a safe environment for pupils, staff, and visitors.



Security of Pupils, Staff, and Visitors

Staff

- Staff must challenge any visitors not wearing a visitor badge.
- Staff must supervise pupils at all times and ensure they do not leave the premises unsupervised.
- Any security concerns must be reported to the Headmaster or designated staff member immediately.

Visitors

- All visitors must report to Reception upon arrival.
- Visitors will be greeted and escorted by a staff member.
- Visitors, including contractors, must sign the visitor book, record their arrival time, and wear a visitor badge.
- The hosting staff member must ensure visitors understand the school's Health and Safety, Fire, and Safeguarding procedures.
- Visitors must sign out and return their badges upon departure.
- Visiting staff and external professionals (e.g., SEN therapists) must follow the same visitor procedures.
- These procedures do not apply to visitors attending school events, visiting team members/coaches, or parents with prior arrangements.
- Visitors are not permitted to access residential areas without authorization from the Head of Boarding or a Senior Leadership Team (SLT) member.

Parents

- Parents receive regular reminders about the school's security measures.
- Staff organizing meetings with parents are responsible for escorting them on-site.
- Form 6 and above: Pupils may be collected by other current parents or family members without prior notice. Collections by family friends or taxis require parental notification.
- Form 7 and Ridge House: Parents must inform Form Tutors if they are not personally collecting their children.
- After away matches, children will only be released to their parents or legal guardians unless prior written notice of alternative arrangements is provided.

Outside the School

- Given the open nature of the site, staff must remain vigilant at all times.
- Any unidentified visitor should be challenged and escorted to Reception for sign-in.
- If a visitor refuses to comply, they will be escorted off the premises by a staff member.
- Security incidents must be recorded, noting the visitor's name, date, time, and relevant details.

CCTV

- The school's CCTV system captures images to enhance security while maintaining respect for privacy.
- Cameras are not located within pupils' dormitory areas.
- Please refer to the CCTV Policy for further details.



Security of Equipment and Personal Property

Inside the School

- All valuable, portable equipment is marked as school property.
- Staff must return equipment to its designated secure location after use.
- Staff may not take school equipment home without prior written permission from the Headmaster.

Personal Property

- Pupils are discouraged from bringing unnecessary valuables to school.
- Lost property will be retained for three months before disposal if unclaimed.
- The school is not responsible for the loss, theft, or damage of personal property belonging to pupils, staff, or visitors.

Access to Boarding Accommodation

- Boarding accommodation is exclusively for designated boarders and is secured against public access.
- Public use of school facilities does not grant unsupervised access to boarders or their accommodation during term time.
- Boarders' sleeping areas are strictly for boarders' use only.

Monitoring Security Strategies

- Security measures are reviewed informally through staff and visitor feedback.
- The Headmaster regularly reviews internal security procedures and addresses any deficiencies.
- Pupils are encouraged to report suspicious activity and are instructed on appropriate responses to strangers.
- Staff must prioritize pupil welfare and take necessary actions to ensure their safety.

Appendix: EYFS

- The school ensures that premises, including floor space and outdoor areas, are appropriate for the age of children and the activities provided.
- Adequate toilets and handwashing facilities are available for children, ensuring compliance with Early Years Foundation Stage (EYFS) regulations.

This policy will be reviewed annually to ensure continued compliance with the Independent School Standards and the National Minimum Standards for Boarding Schools.