



RUGBY SCHOOL



BILTON
GRANGE

PREPARATORY
SCHOOL

Personal Security Policy

April 2024

Responsibility for updating this policy: Operations Director

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.

If a student is unaccounted for at lesson registration, then the member of staff will contact the students Hm who will take over the procedure. This will include contacting The San, checking with the Matron and calling the student's mobile number. Further guidance is available in the Student Missing Procedure.

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 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 yellow 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 Duty 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.