



SECURITY PROCEDURES

GENERAL

1. The College retains a specialist security company to ensure that the campus has 24-hour protection. The entrance gates are manned throughout the day and night and a second Security Officer is on duty from 7.45 am to 5.45 pm during term time.
2. An extensive network of closed circuit cameras further protects the College.
3. All of us may make a valuable contribution to levels of security by making a measure of vigilance in security matters second nature. In particular, please
 - challenge strangers who are not escorted by staff;
 - report to the Bursar or Site Manager suspicious persons, packages, cars and anything out of the ordinary that may cause you disquiet;
 - report to the Bursar or Site Manager anything which may lower our level of security (e.g. holes in fences, locks not working, windows failing to close properly).
4. Burglar/Attack Alarm:
If this alarm is activated, STAFF SHOULD KEEP ALL PUPILS IN CLASSROOM (OR IN SIGHT IF LESSON IS NOT IN CLASSROOM) until it has been established that the danger has passed or that it was a false alarm.
The ALL CLEAR will be sounded by three rings of the fire alarm bell.

VISITORS

1. In the interest of security, colleagues who have invited visitors must notify the School Office and Security Officer of their names and time of arrival so that they may be admitted onto the campus.
2. Unexpected visitors will be held at the school gate until it has been confirmed that the member of staff being called upon wishes to see them. If the relevant member of staff is not contactable, the School Office or the Security Officer will consult with Head Master, Bursar, Site Manager or Deputy Head Masters.
3. Visitors are requested to report to the School Office in the Aleph building.
4. Please escort your visitors whilst they are on campus or find another member of staff to look after them.
5. Please inform all visitors to park safely in designated areas and not disturb our neighbours.