

Security

(Reviewer: Dan Higgins; September 2022)

1. Security

Security should be a background, but active, part of the concerns of all staff. The College is a very open Campus with a large number of external doors, some attended, some not; some used frequently, some occasionally, some busy at times and quiet at others. In consequence, the opportunities for unauthorised entry are manifold.

Despite this, incidents are rare, and a request to a stranger for identity will weed out most of them. A suitable answer to that and to the question 'have you reported to Reception?' will usually bring a response on which action can be taken. If Reception is closed, please contact the Campus Manager.

If you are dissatisfied that the person is a bona fide visitor please check with Reception, and escort them there if necessary. Don't be fobbed off by an antagonist attitude. The answer to parents who take exception to being asked is that we are conscious of security needs and always check the identity of anybody we cannot personally identify. If you are in doubt, seek assistance from a colleague immediately.

It goes without saying that external doors which are customarily locked must remain locked and external doors to the boarding houses must be kept locked at all times.

Never give the College's combination lock codes or your key card to anyone outside the College, not even to parents. Remember that calling out the numbers to bona fide College members can be overheard! Broadcasting these numbers is the equivalent of handing somebody the School's front door key. If you lose your key card report it to the Campus Manager by emailing lostcard@hppc.co.uk who will cancel your old card and issue you with a new one.

At night, the Security team performs a campus wide lock-up and mobile patrol and surveillance round. Doors are checked and locked where necessary, and any open downstairs windows are secured. After 10.30 pm all locked doors and gates must remain locked otherwise you may be responsible for allowing entry to someone intent on damage to people or property.

To protect the equipment in your classroom during the evening please will you ask a pupil to secure the windows and switch off the light after the last lesson. Once you are happy this has been done, please lock the door.

The College has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and misdemeanours; for protecting the safety of pupils, staff and visitors; and for the general protection of the College's assets and facilities. Please refer to the CCTV Code of Practice for further details.

Awareness and common sense together will avoid problems.