Luccombe Hub

This document forms part of the policy handbook and is intended for use at Luccombe Hub

Title:	**Site Security Policy**
Subject Area:	Luccombe Hub
Applies:	Immediately
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1. Introduction

The Luccombe Hub is made up of several former converted farm buildings sited on a mixed-use business site. The site is rented and set within an area of outstanding natural beauty in North Dorset countryside.

The Principal lives on site of the therapeutic farm. Learners can access the premises between 10am-3pm Monday to Friday only with supervision as per their individual risk assessments. Staff are available on site between 8:30am – 4pm Monday to Friday and set hours over the weekend for grounds maintenance and animal husbandry.

The Hub English and Maths Classrooms and The Art Room are sited within their own courtyard setting, boundaries of the courtyard are marked out with the use of planters. This is the base predominantly used throughout the day and no other businesses operate within this area.

The learners' life skills kitchen/rec room, HLC and Staff room/reception are sited along the back of a 5 unit building; access to these buildings is onto private farm track. The centre has sole use of the rented units.

The Pod 1 & 2 are double height industrial style unit sited at the end of the private farm track within the same setting.

The farm like setting is made up of a small number of business premises of mixed use including neighbouring riding stables and access to the units are off a private lane, accessed from Barnes Hill, Milton Abbas (a quiet country road). Slow signs are situated on the Barnes Hill, roadside, warning of the entrance.

The Bothy is accessed by crossing Barnes Hill and walking along a private field access track and accessed via a garden gate.

In addition, the Centre has sole use of several acres of land used by the Centre's Therapeutic Farm. Access to the main Therapeutic farm is across from the Luccombe Farm entrance. It is a level site and the therapeutic farm is accessed down a private track and through 5 bar gate entrances. The Luccombe Hub Therapeutic farm gates are locked when not in use.

CCTV is in operation in areas around the Luccombe Hub Courtyard (units 12 and 11) opposite the parking area including, drop off and pick up zone and covers the entrances to the main use buildings of The Hub and The Art Room including the courtyard area. Additional CCTV is focused on the rear of the office/staff room (Unit 9).

All visitors are by appointment only and are met within the courtyard area by member of staff and signed in at the reception within the Staff Room building. Delivery drivers are met by a member of staff.

The Luccombe Hub strive to create and maintain a secure, safe and welcoming environment for all children, staff and visitors.

1.1 Aims

Our aims are:

- To help make children and all those who work at the Centre feel safe and secure.
- To focus strongly on personal awareness and responsibility.
- To meet recommendations from Health & Safety Audits and government recommendations in so far as practicable.
- To identify and minimise risk as far as is practical and sensible.
- To put in place protocols to reduce access to and movement within the setting and its grounds by people and vehicles in so far as possible given the nature of the site.
- To respond effectively and in good time to identified security issues.
- To review our policy regularly.

This policy covers the following areas:

- Site access, general building security, movement around and outside of the Centre buildings.
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
- Offensive weapons.
- Identify threats to the safety and well-being of the Centre community from those with criminal intent including drug dealers.
- Visitors, contractors, helpers or other persons involved with the children.
- Computer data security.

1.2 Consultation

The Luccombe Hub will communicate this policy to all staff, relevant professionals and learners through inductions, meetings, day to day communications, staff meetings and training. A copy of this policy and all policies will be available on request or via the website.

1.3 Legislation and guidance

2. Procedures and practice

2.1 Procedure/Steps

The Centre uses the following physical security measures:

- Sign-posted entry to ensure all visitors report to reception which is located within The Staff Room entrance.
- All visitors are required to sign in and out.
- Identification badges for all visitors.
- Visitors' attention is drawn to the information provided relating to safeguarding, fire evacuation and emergency procedures, Covid-19 awareness and first aiders.
- All door and window locks are assessed for safety.
- Members of staff will not admit any unknown person who arrives without prior arrangement. We challenge any unknown persons who enter or walk onto site.
- Emergency contact details for Principal are located on the Hub gate.

Security of the Building

- CCTV – is in operation for the main use buildings of The Hub and The Art Room and staff room/offices
- Outdoor lighting is available outside each doorway of each unit and is turned on when the premises are occupied after dark or in low light levels. They run on a sensor PIR system at times when buildings are not in use.
- Emergency contact number of the Principal/Proprietor is displayed on the gate leading to The Hub building at the entrance to the Courtyard area and signposting at The Therapeutic Farm.
- A member of staff is delegated with unlocking and securing the buildings at the start and end of the days.
- The last key holder to leave the premises is responsible for securing the buildings.
- Fire Alarms are within all buildings in line with requirements of the Fire Risk Assessment and Policy. In addition to manual fire alarms on the outside of base units.

Alarm Call-Outs

In the event of emergency or sounding of alarms. Contact will be made with the Principal. Emergency contact details are displayed on site. At any sign of fire Emergency Services will be contacted by dialling 999.

Car Parking and Vehicle Movement

Parents dropping off learners are asked to park in the Visitor carpark opposite the Hub building across the private lane. At drop off and pick up time of the learners' session, the staff member will meet the parent and child at their car and will walk the learner back to The Hub.

Majority of learners arrive by way of taxi; these taxis are asked to pull up to the Courtyard/reception entrance where they are met with a member of staff. They are escorted by a member of staff to their

taxi at the designated collection time. All taxis then slowly proceed around the one-way system towards the exit.

All learners are supervised as they arrive, their facilitator/teacher will be waiting to collect them from their transport at the start of their session and all leaners are asked to wait within the Courtyard/reception area with their facilitator/teacher until they are called forward to be collected at the end of the session. The Luccombe Hub works 1:1/small group with all learners. Please see Learner Supervision Policy.

Traffic calming measures and signage adopted around the site.

People Management

The Centre acknowledges the concerns of all parents/carers for the welfare of their children and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with the children. All staff take this aspect of management of the Centre extremely seriously. The following rules apply to all individuals who come into contact with children:

- All staff are fully vetted before joining The Luccombe Hub team. This includes the taking up of references and checks with the Disclosure Barring Service (DBS) on criminal records for any offence.
- A single central register of all staff and regular volunteers/contractors is maintained.
- All visitors are provided with details of the Centre's safeguarding, fire evacuation and reference to other relevant forms and guidance.
- All staff are subject to an induction process. See Induction Policy.
- All visitors are obliged to wear identification badges. Children are instructed on what to do when they encounter an unidentified stranger.
- The Centre operates a 'challenge' policy, for anyone not known or recognised on site and learners are not left unsupervised unless their individual risk assessments allow for free movement to 'offsite zones' (Post 16 learners) or free movement between activities/timetabled sessions.

Lone Working (out of hours)

In the event of lone working taking place then staff should follow procedures outlined within the Risk assessment for lone working and Lone Working policy. Risks are associated with Lone Working such as assault, accident or sudden illness. Staff should carefully consider if they really need to be on site at all outside of reasonable hours as it is important to preserve a 'work – life balance'.

Any member of staff wishing/having to work outside of normal Centre hours or do so as their role requires it, for example weekend animal husbandry, should communicate that they are on site and suggested end time to The Principal. Staff have mobile phones when working around site. Staff are to ensure their phones are sufficiently charged prior to the start of their duties. If a member of staff arrives at the Centre outside of normal hours and finds another colleague is already in the building, they should let them know that they are on site. If a member of staff is about to leave the building, and just one or two other colleagues are remaining on site, they should let them know they are going.

However, if a member of staff chooses to work alone on site, they should take these precautions:

- Do not work at height on a ladder or steps.
- Do not go into spaces where there is a possibility of becoming trapped.
- Do not undertake any tasks involving hazardous tools or materials.
- Know the location of the nearest fire exit and how to open it in an emergency.
- Know the location of the nearest first aid kit.
- Carry a charged mobile phone.
- Cars should be parked close to the entrance of the building they are accessing where possible.
- When leaving, limit the amount you are carrying to have one hand free.
- Ensure someone knows where you are and when you intend to leave the Centre. Arrange to telephone or text them when you are leaving.
- If you arrive at Centre and find any sign of intruders, do not enter the building. Instead, call the Police then inform the Principal.
- If you become aware of intruders or vandals, do not challenge them. Instead, call the Police and inform the Principal.
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious.
- When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

Leaving The Centre during the Day

No child is allowed out of Centre during the day for an appointment unless a known adult arrives to collect them from the Centre office and only by way of prior arrangement. The departure and return of the learner is logged by the office on the Centre registers and copies of appointment cards and letters are requested.

In the event that a parent/carer was to enter onto site to remove a child without prior permission/arrangement, they must provide reason for removal by completion of the appropriate form. The incident will be logged, the register updated, and any agencies involved with the family will also be informed.

Trespass and Nuisance

In the first instance, members of the senior staff should consider the level of risk before approaching an unauthorised member of the public. The Luccombe Hub adheres to the policy of challenging unknown and unauthorised persons. If learners are outside or within the vicinity and there is deemed a risk, it might be necessary for the Lockdown procedure to be followed.

Recourse to the law will be considered where necessary. This extends to unlawful presence on site, individuals creating a nuisance or disturbance and verbal abuse of learners or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the Centre will always refer to the Police.

Serious Incidents or Threats

In the event of any serious incident staff should:

- Stay calm.
- Minimise the risk to themselves, children and others.
- Seek help as soon as possible (for example, referral via mobile phone/ Centre onsite Whatsapp group).
- Alert all members of staff via the Centre Whatsapp group/Teams messaging or by shouting the alert if within range.

The general policy is:

- The welfare, security and protection of children, staff and visitors will take precedence over any other action required to contain the situation.
- The Principal or other senior member of staff must be informed. A decision will then be made on the way forward.

After any such event, a detailed report will be prepared by a nominated individual for presentation to any external agencies and to review procedures and look at any improvements identified and draft an action plan. Statutory bodies such as the Police, local authority, etc. will be informed and consulted as required. The Centre will seek to follow best practice guidelines in its response and handling of threats and incidents. See Emergency Plan for full procedures on all emergencies including Lockdowns.

Offensive Weapons

The Principal has discretion to determine what an offensive weapon is or what may cause harm if worn or brought into the Centre, and to ban it. Any appeal against the Principal's decision will be considered on a case-by-case basis and reference to behaviour and exclusion policies will be made where required. Any weapons confiscated may be handed to the Police.

Theft and Burglary

The Luccombe Hub is mindful that they are not immune from burglary or from theft of belongings, monies or personal items. The Centre takes an active stance on this with items of high value being "security marked". Only small amounts of cash are held in secure locked cabinets and most income is paid directly into the Centre bank account. Insurance limits are not exceeded. Any valuables left on the premises are stored securely. The Centre actively encourages personal security awareness. Learners and staff are discouraged from bringing in items of value. Any incident of theft is investigated. Mobile phones are not allowed by learners during their sessions and are collected at the beginning of their sessions and stored within the designed basket held within the office until the end of the session. The Centre will not take responsibility for loss or damage to personal belongings and reference should be made to The Luccombe Hub's Personal Belongings Policy.

Curriculum Activities

Children will be made aware of security issues at the appropriate level through their personalised activities/lessons and through PSHE teaching. They will be:

- Encouraged to be security conscious e.g. never open external doors to adults.
- Building self- awareness of their surroundings and risks that could present.
- Encouraged not to approach any adult they don't know but to tell a safe adult.
- Taught how to take care of themselves and others – Stranger Danger.

The Centre takes advantage of any opportunity to heighten children's self-awareness of themselves and of their surroundings. Children will be listened to and their fears and concerns respected.

Security of Equipment

All items of equipment within the premises are the property of the Centre and as such must be kept well maintained and secure at all times. Teachers/facilitators are permitted to take laptops out of the buildings but they are required to seek permission from Principal first and accept responsibility for it. If a member of staff wishes to borrow other pieces of equipment agreement must again be sought from the Principal. If an item is damaged whilst it is in the possession of a member of staff, repairs will be undertaken by Centre; however, staff will be recharged for the cost of repair if the damage is due to negligence.

All equipment of significant value is recorded on an inventory for insurance purposes each year.

Computer Data Security

It is important that computer data used in administration is secured, as far as is practical and reasonable from accidental or malicious damage or loss.

To this end:

- Computers used in the Centre will be equipped with up-to-date anti-virus software.
- Frequent backups will be taken of important data, to minimise the time needed to return to normal. This is encrypted and stored in Cloud storages which conform to UK GDPR and Data Protection guidance.
- The new GDPR law is in operation and will be enforced.
- The Centre makes every child aware and regularly reminds them about our 'Rules for Responsible Internet Use'.
- Staff agree to safe usage of mobile phones and laptops.

Emergency Lockdown Procedure

There may be times when Lockdown procedure would need to be activated. The following incidents are examples of situations that would trigger the procedure:

- A reported incident, disturbance in the local community
- An intruder on site
- A warning being received regarding a local risk for example of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity
- The proximity of a dangerous dog
- Power cut

Any member of staff made aware of any possible threat should alert the Principal or Education Lead or any designated senior member of staff. A quick risk assessment will then be made of the potential threat and decision made as to whether the Emergency plan should be activated.

In the event of an emergency, an alert will be sent out via staff mobile phones via staff group messaging. Advice on whether to return to the buildings and which ones or to assemble elsewhere will be provided by Principal/Senior staff depending on the type of threat. This arrangement also applies to children and

staff located inside one of the buildings or outside in the gardens or at the Therapeutic Farm/Bushcraft zone.

A register will be taken, and all staff and visitors will be accounted for by Principal/Senior Staff.

The relevant emergency services will be called by dialling 999. At no time should the children be allowed to leave the buildings or learning zones without an adult being present.

Parents will be contacted in a sensible and supportive manner by administration staff. Children will only be released from the Centre if their parents, or a nominated representative, are there to collect them. The school will update the local authority where appropriate. Following an incident staff and children, via their parents, will be advised of the support available if they are affected in any way by the event. For full procedures refer to the Centres Emergency Plan.

In the event of a full site power cut

- Staff and learners will be asked to regroup within the courtyard area.
- All staff and learners will be accounted for.
- A risk assessment will be undertaken, and advice sought from the energy provider using available mobile phones.
- If the power is likely to be off for a long period of time, parents will be notified of how to collect their children.
- In the event of a single building or partial power cut the Educational Lead together with Principal will review the day's timetables and assess whether alternative arrangements for the day's sessions can be made in line with the Centre's Business Continuity Plan.
- This decision will be made following the risk assessment undertaken by senior staff.
- Full procedures refer to the Centres Emergency Plan.

Fire drill arrangements

- On activation of the fire alarm all staff and learners from all buildings will exit calmly from their building via the closest emergency exit and follow the shortest route towards the fire evacuation points. Where possible staff members to sound the fire call points.

  If the fire is at The Bothy or farm -proceed to area next to the Lower Paddock.

  Main Centre buildings proceed to the carpark opposite the main building.

  Those staff and learners not at the effected site will be informed off the drill via their mobile phones and remain in location and await further instruction as needed.

  Any visitors on site will also proceed with the staff and learners to the relevant evacuation areas.

  A call will be made to neighbouring businesses to advise of any known fire and possible danger. (the individual business owners will be responsible for following their own fire evacuation procedures)
- A headcount of learners, staff and visitors will be undertaken and fire wardens made aware of anyone unaccounted for.
- Wardens will take their place at the car park, track junction next to the HUB entrance and outside of the HUB.
- Fire drills will be timed and logged with a summary of observations and suggested improvements.
- Drills will be undertaken each term.
- In the event of an actual fire – Principal or senior staff will undertake a dynamic risk assessment on the current situation and seek advice from the fire service.

For full range of emergency procedures please see The Luccombe Hub Emergency Plan Policy.

2.2 Roles and responsibilities

Staff:

- Support the Principal in implementing this policy.
- Report any shortcomings to the senior leadership team.

Principal

- Implement the security policy.
- Ensure staff members have a clear understanding of their responsibilities.
- Make day to day operational decisions.
- Consider particular risk situations (e.g. lone working) and complete relevant risk assessments.
- Consult with local professionals as appropriate (e.g. Road Transport, Local Authority Health & Safety Team)
- Provide appropriate information to learners, parents and visitors.
- Monitor and review security measures.
- Review the policy and update the staff, parents, visitors or third-party agencies as required.

Learners & Visitors

- Expected to respect the measures taken by the Centre to improve and ensure security.
- Be encouraged to report ideas and problems to the staff.
- Will be informed of any security incident that may affect them.

3. Concluding notes

3.1 Monitoring and review

This policy will be reviewed on an annual basis or earlier if required

3.2 Links to other policies

Health & Safety Policy
Risk Assessment Policy
Emergency Plan
Safeguarding and Child Protection Policy
Lone Working Policy
UK GDPR & Data Protection Policy
E-Safety Policy