

# Felixstowe International College

## Site Security Policy



### **Policy:**

Felixstowe International College is committed to safeguarding and promoting the wellbeing of students whether in the boarding house or in school. The boarding house has CCTV day and night, and is alarmed at night. Entry to the school is manned during the day.

### **Procedures:**

Security and health and safety are of paramount importance. Four new CCTV cameras have been installed at the boarding house in Maybush Lane with the ability to record any activity and store the information for a month.

Staff, children and visitors all sign in and out. Visitors are accompanied and given a visitors badge. No-one is allowed access without an appointment. Identification is always checked. There are very few visitors to Maybush Lane, because all our students are from overseas, so we do not have parents etc. visiting. Any visitors that do come to Maybush House are accompanied all the time.

Contractors that we use are all known to us, hold a current DBS and would work in Maybush boarding area whilst the students are in lessons, or during the holiday period when the students go home, whenever possible.

No cold-calling is allowed – FIC have signed up to join the Suffolk County Council 'No Cold Calling Zone', which is designed to discourage cold callers from calling at our door. Persistent unwanted callers will be reported to Trading Standards or Suffolk Police.

The front door and every other main access door at Maybush House have a key-code security system on it, and the security code number is known only to staff/students who need to know.

Students are encouraged to close their windows at night and during the day at Maybush House, whilst they are in lessons, to discourage casual theft. The house is checked before the House Mother goes off duty. Only teachers are allowed to open and close the classroom windows.

If strangers are spotted in the grounds of FIC, they should be challenged by a member of staff, not a student, and if necessary the Police should be called to remove them. In Maybush House all internal doors between male and female students are alarmed at night, and the alarm rings outside the Housemistress's flat.