

Policy:

Security

1. Introduction

At Thames British School in Warsaw, the safety and security of pupils, staff, and visitors are our highest priorities. This Security Policy establishes a structured approach to controlling access, monitoring visitors, and ensuring a secure environment. It outlines the procedures for visitor management, access control, staff identification, and emergency security measures to protect everyone within the school community.

This policy aims to create a safe, controlled, and secure educational environment for all members of our school community, therefore, applies to all employees, pupils, visitors, contractors, and external service providers who enter the school premises.

At Thames British School Warsaw, we c | a | r | e

Our Principles:

We care:

- that every one of our students reaches their full potential, academically, socially and emotionally;
- that every student is safe and feels safe at school, and this means we are all responsible all of the time;
- that communication and our choice of language is inclusive and respectful;
- about our behaviour and what it may communicate to others. We conduct ourselves in an ethical manner and with integrity at all times;

- about our communities culture, behave in a manner that fosters our values and insist that all members of our community do the same; and
- about learning first and foremost. Teachers are considered facilitators of learning and models for our community and its culture.

Our values:

c	Collaborative & Compassionate	We work together when needed to get the job done. We value the work of others, are compassionate, and recognise that success is mutually beneficial
a	Authentic	We are real, genuine and honest. We are true to ourselves and our community and represent our-selves as such with integrity
r	Responsible & Resilient	We have an obligation to reach our potential and fight to do so. We are accountable for our actions and utterances, and demonstrate respect for others needs and our environment. We don't give up.
e	Enlightened	We act on evidence, are factually well-informed, tolerant of alternative opinions, and guided by rational thought.

2. Access Control & School Entry Regulations

2.1 Staff Identification

- All staff members and approved contractors are required to wear school-issued ID badges at all times during working hours and while on school premises.
- ID badges must be clearly visible and worn on a lanyard or clip.
- Staff ID badges include:
 - Photo
 - Full name
- Staff members who forget their ID must obtain a temporary pass from reception before accessing the school.

2.2 Controlled Access for Staff and Authorised Personnel

- High school and Włochy staff members and approved contractors are provided with fobs or key cards that allow access to designated areas.
- Exchanging access fobs or cards among staff members or contractors is not allowed.
- Lost or stolen access credentials must be reported immediately to the School Head and the Logistics and Procurement Manager for deactivation and reissuance.

2.3 Pupil Safety & Access Restrictions

- Pupils are not permitted to leave the premises during school hours without explicit permission from parents/guardians and school administration.
- Entry and exit points are monitored by CCTV cameras and reception personnel during operational hours. Additionally, security is present at the Włochy, Ochota, and Mokotów High Campuses.
- Parents collecting children during school hours must report to reception and sign the Student Release Log.
- Students are collected by parents directly from the form tutors after their lessons.
- Adults other than parents who collect children from school must be authorised by the parents at the beginning of the academic year or whenever there is a change in the authorised person.

2.4 Visitor & Contractor Access Control

All visitors and contractors must adhere to the school's security protocols and *Code of Conduct for Staff, Volunteers and Contractors* in order to be granted access to the school.

3. Visitor Management Procedures

3.1 Visitor Sign-in & Identification

- Visitors must report to the main reception area upon arrival.

- A valid photo ID (passport, driving licence, or national ID) must be presented for verification.
- Visitors are required to sign into the Visitor Register (paper or digital system), providing the following details:
 - Date of visit
 - Full name
 - Purpose of visit
 - Name of the staff member they are visiting
 - Time in
 - Time out.
- Visitors will receive a colour-coded visitor badge, which must be visibly worn at all times while on school premises and returned when leaving the campus.

3.2 Visitor Supervision & Access Limits

- Visitors must remain in authorised areas and must not interact with pupils without supervision.
- Any visitors without proper identification who are not known to the school will be denied entry.
- Staff must accompany visitors at all times unless otherwise approved.
- Visitors must agree to *Code of Conduct for Staff, Volunteers and Contractors*.

3.3 Visitor Sign-out Procedure

- **Before leaving**, visitors must return their badge at the reception desk or security and sign out in the Visitor Register.
- If a visitor forgets to sign out, security or reception staff will follow up to confirm their departure.

4. Security Monitoring & Surveillance

4.1 CCTV Surveillance System

To enhance security, campuses are equipped with a CCTV monitoring system that covers key areas:

- Entrances and exits
- Corridors
- Schoolyards and playgrounds
- Parking areas

4.2 Monitoring & Data Storage

- Video recordings are stored securely for a minimum of 30 days and accessed only by authorised personnel.
- The school complies with GDPR regulations regarding the handling and storage of surveillance footage.

4.3. Garage Access Control

- On campuses with garages, access to the school garage is strictly limited to authorised school staff and contractors who have been issued access cards or access remote controls.
- Only personnel with valid access cards or remotes are permitted to enter the garage area to ensure security and prevent unauthorised access.
- Staff members must not share their access credentials with others, and any lost or stolen cards or remotes must be reported immediately to the Head of and Logistics and Procurement Officer for deactivation and replacement.

5. Emergency Security Procedures

Lockdown & Evacuation

In the event of a security threat, the school has designated Lockdown and Evacuation Procedures (pending) which are included in related policies:

- Fire Safety Policy (pending)
- Lockdown Policy (pending)

6. Training

Staff members are required to undergo security training on induction and periodic training which cover:

- All aspects of this policy

- Safeguarding and Child Protection
- Evacuation
- Lockdown procedures
- General Data Protection Regulations
- Online security

7. Policy Compliance & Review

- This Security Policy applies to all school employees, pupils, and visitors.
- Security procedures will be reviewed periodically to incorporate best practices and updates in legislation.

8. Emergency Services

- 112 - Poland's national emergency number
- 997 - Police
- 998 - Fire office
- 999 - Ambulance service

9. Related Policies

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Online Safety and Acceptable Use of Technology
- Fire Safety Policy (when available)
- Lockdown Policy (when available)