

## Safety and Security

LSI Portsmouth takes safety and security very seriously and will do all it can to ensure, as far as reasonably practical, the safety and security of all students, staff, visitors and contractors, whilst in the school.

Generally, Portsmouth is a very safe city and the school is set on a busy main road with lots of people constantly passing by. Despite the school being a safe place, thefts and other intrusions can occasionally occur, and it is important that the following precautions are in place:

- The inside front door is on a timer so that the door is open during peak times to allow free-flowing traffic through the doors. The lock goes off at 8.00am and turns on at 5.00pm.
- CCTV is installed at the front and the back of the school with 2 cameras monitoring the front door.
- Panic alarms can be triggered by members of staff in Reception, the admin office and the accounts office. All staff working in these areas have received training on how and when to use it.
- At all times, there should be at least 2 members of staff present in the reception, admin and accounts area.
- All visitors must sign in and out of the building and wear a badge at all times identifying themselves.
- Students and staff are reminded not to leave their valuables unattended. Lockers are provided for staff for their valuables. The school cannot take responsibility for lost or stolen goods.
- Every evening the cleaners close up the building, ensuring that doors and windows are locked. They also set the alarm.

### CCTV

CCTV cameras are used in the school to help safeguard the security of people and property. Cameras are positioned to capture views of the main entrance and the rear of the school, monitoring those entering and leaving the building. The footage will only be viewed for security purposes following an unexpected incident.

### Panic Alarms

When triggered, members of senior management on the 3<sup>rd</sup> floor and the building manager on the 2<sup>nd</sup> floor will be able to hear what is happening in Reception. Staff should use the panic button if they feel vulnerable or uncomfortable at any point. Once pressed, management will respond immediately and will judge the situation accordingly and contact the police if necessary.

**If any unwelcome visitors do enter the building and demand cash, staff should hand over everything that we have without any resistance. Staff safety is paramount.**



### **Visitors**

Visitors are the responsibility of the staff member who invited them and this person should ensure that the visitor knows what to do in the case of evacuation.

### **Personal Information**

Personal data will only be collected to the extent that it is required for the specific purpose notified to the data subject. Any data which is not necessary for that purpose will not be collected. Staff will handle the data in accordance with LSI Portsmouth's Data Protection policy and new GDPR legislation.

The school keeps a list of all key holders and if any should finish employment with LSI Portsmouth, all keys must be returned.



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