**All Saints Church of England Primary School**

*'Playing our part in God's plan as we journey together to achieve the best for ourselves and others'*

# SECURITY POLICY

*The purpose of this policy is to ensure that there is a plan in place for how All Saints CE Primary school's site security is managed, and to ensure that employees are aware of their responsibilities and all security arrangements.*

## Policy Statement

The Governors recognise and accept their responsibilities to provide a safe and secure environment for children, employees and visitors to All Saints CE Primary School. The premises security procedures will operate within the framework described in this policy. Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them. The Governing Body will provide staff with enough resources, information and training to implement the security procedures. The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the All Saints CE Primary School community.

Jane Hall, who is the responsible manager, holds responsibility for security at All Saints CE Primary School.

All staff have a statutory obligation to co-operate with the requirements of this policy.

## Aims & Objectives

Our security policy requirements will be achieved by:

- Ensuring children and all those who work at or visit the premises feel safe and secure
- Ensuring focus is strongly on personal awareness and responsibility
- That the latest recommendations of the DfE, Government guidelines and the advice of Hampshire County Council, Children's Services/Children and Families dept are adhered to
- Identifying and minimising the risk as far as reasonable practicable and sensible
- Controlling access to and movement within the premise and its grounds by people and vehicles
- Responding effectively and in good time to identified security issues

## SCOPE

This policy covers the following areas:

- Site access, general building security, movement around and outside of the premises
- Lock up and unlock procedures
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance
- Offensive weapons
- Identified threats to the safety and well-being of the premise community from those with criminal intent
- Emergency procedures
- Visitors, contractors, helpers or other persons involved with children
- Computer data security
- Cash handling

## Roles and Responsibilities

Governors will:

- Ensure that the premise has a security policy and that this has been implemented.
- Will monitor the performance of the site security measures. This will be achieved by.
    - Monitoring performance on visits via the Headteacher
    - By all Governors observing its implementation when they visit the school

The Headteacher will:

- Implement the security policy approved by the Governors
- Ensure that staff receive information, instruction and training in the security policy and procedures
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence
- Ensure that all visitors, contactors and agency staff adhere to the security policy
- Consider particular risk situations (e.g. home visits, lone working)
- Monitor and review the implementation of the policy and security arrangements

All staff will:

- Comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the premises
- Report any shortcomings to the Leadership Team

Governors will periodically review the premises security policy.
Governors will delegate the day-to-day implementation of the policy to the Headteacher.

Pupils will:

- Be encouraged to exercise personal responsibility for the security of themselves and, and to co-operate with the arrangements made for the security of the school

Pupils, Parents, Community Users and Visitors will:

- Be expected to respect the measures taken by the school to improve and ensure security
- Be encouraged to report ideas and problems to the staff or Leadership Team

# ARRANGEMENTS

## CONTROLLED ACCESS AND EGRESS DURING THE SCHOOL DAY

Controlled access is a combination of measures to ensure that the risk to pupils and staff from unauthorised visitors is minimised.

The extent of physical controls, such as fences and gates, has been decided by a robust security risk assessment of the site/premises, taking into account the risk presented by visitors/general public/contractors. The security measures put into place at All Saints CE Primary School have taken into account the need to balance the desire to remain a welcoming environment whilst ensuring the safety of all our pupils and staff.

## BUILDINGS AND GROUNDS

The school will take all reasonable efforts to control access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.
The access control procedures for the building/s are:-

- The main building has only a single access entrance via the reception for visitors whilst the school is in session. Only authorised visitors are allowed access
- As a single-block school – the main building has a reception area and access control systems/procedures on all other areas
- Designated entrances, restricted for staff use and have access control
- Unauthorised visitors will be challenged by staff
- The school has close links with local police. Police will patrol the site on request
- The school operates an efficient attendance/registration system which allows us to monitor absenteeism – first day response
- The school operates an electronic signing in/signing out system for all parents, visitors, staff and pupils who are late/leaving early and all staff and visitors are required to wear identity badges
- Admin staff closely monitor the movement of vehicles whilst present on the premises and are responsible for contractors on site
- Contractors comply fully with site procedures at all times
- Waste disposal vehicles and contractor vehicles have restricted access to the site to avoid times when pupils and staff are moving around the site

## CONTROL OF VISITORS

The control of visitors is a fundamental part of our site security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors must report to the reception desk on arrival to electronically sign in as a visitor
- Staff are expected to notify via the diary when conducting meetings with visitors
- All visitors are issued with a badge/lanyard to be worn at all times. This includes parents, helpers, contractors and any other person who is visiting the school
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to reception by a member of staff in order to "sign out"

- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site. Any refusal will be reported immediately to the Headteacher
- Any acts of violence or aggression will be reported to the police
- Visitors will not remove any items of the school property without the express permission of site staff
- For their own safety authorised visitors will be given appropriate information on the school health & safety procedures such as parking, fire safety and first aid

## SUPERVISION OF PUPILS

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised site staff.

**Locations where supervision is part of our safeguarding procedures –**

- Playground and fields – Children are always supervised when on the playground and playing fields during break/lunchtimes

**Times of the day when supervision is part of our safeguarding procedures –**

- Start of the school day – as the grounds have open access, duty staff are deployed in designated areas from 8.45am until 8.55am
- Lunchtime – all parts of the site without access control are supervised by duty teams
- Teachers are also deployed at the end of the school day

## SUPERVISION OF CONTRACTORS

Contractors and maintenance personnel will not always have been DBS checked, therefore they should not have unsupervised access to children. They will be controlled as follows –

- All contractors will be expected to sign in at reception and will be issued with an ID badge which will be clearly displayed whilst on site
- Contractors will park in authorised parking areas only
- Contractors will only carry out work agreed at the start of the contract and at the times agreed
- Contractors will be supervised by site staff
- Contractors will comply with the contractors' risk assessment

## LONE WORKERS

Our school has a lone working risk assessment in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

## PHYSICAL SECURITY MEASURES

The Governors will consider the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The Governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.

Where justified by consideration of the risk, the Governors will ensure that physical security measures are installed. Where physical controls are not justified the Governors will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained according to the manufactures specifications.

## SECURITY OF THE BUILDING

- An effective intruder alarm is in operation. This is always set when the site is not in use/unoccupied which is monitored by *Premier Security*
- A separate list with the names of the key holders who are responsible for the security of the building/s is retained in the school office and off-site at designated addresses as part of the Emergency Evacuation Pack
- It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises

## UNLOCKING AND LOCKING ARRANGEMENTS

The site will be unlocked daily at 5.30 am - this will be the responsibility of the caretaker-cleaners during term time. The daily locking of the building entry doors will be performed by the caretaker/cleaner and or the last responsible member of staff.
The normal hours for public access to the buildings will be 7.30am – 5.00pm.

## EMERGENCY CALL OUTS

*Kestrel Guards*: If a key holder is contacted as a result of a "Person Present", they will wait outside the building until the police arrive. If necessary, additional key holders should be contacted for support. Staff should never enter the building alone.

## CASH HANDLING

Staff should avoid keeping cash on the premises whenever possible. Safes should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be carried out at irregular times, particularly where substantial sums are involved.

## VALUABLE EQUIPMENT

All items above the value of £50 will be recorded in the asset register.

Items of value, including portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible, valuable items will not be left where visible from outside.
The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

## VEHICLE MOVEMENT

The car park is allocated for staff and visitors, if space is available. Parents are not permitted to use the staff carpark. All car park users do so at their own risk.

## PERSONAL PROPERTY

Personal property will remain the responsibility of its owner. This includes both staff and pupil's personal property. Both are discouraged from bringing any valuable personal property to school.

### Staff and pupil involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- Guarding against assault and theft of personal belongings
- Safeguarding the school

They should be told:

- The school's procedure on reporting assaults, disturbances, theft, damage and burglary
- The cost of crime in the school

## RISK ASSESSMENT

A security risk assessment will be completed and reviewed annually (or earlier if deemed necessary). The findings will be used in the review of this security policy and shared with staff.

*This policy should also take into consideration the school's Lockdown procedures and Invacuation procedure as part of our Emergency Response Plan.*

| CHILDREN'S SERVICES HEALTH & SAFETY TEAM |
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| **For advice and guidance when writing your local security policy or using this template please contact the Children's Services Health & Safety Team through their website at:**<br>**http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm** |

**Date agreed: July 2026**
**Review date: July 2028 –** *unless annual RA suggests changes need to be made*