



# Security Policy



Last Reviewed	January 2025
Next review	January 2026
Persons responsible	SLT/Governing body
Governor committee	F&P

## **1 INTRODUCTION**

This policy covers the key processes to maintain a secure environment for the children, staff, visitors, contractors and others who use the school and its grounds.

## **2 BUILDING & PREMISES SECURITY**

- 2.1 The recommendations and advice included in the bulletins and briefing notes issued by the LEA are to be discussed by the Finance and Premises Sub- committee with recommendations submitted to the full governing body. The LEA is to be approached for advice and consultancy when required.
- 2.2 Twice a year the governor(s) responsible for Health & Safety and Security are to accompany the headteacher and site manager on a routine inspection of the site. The timing of the invitation is noted as a regular commitment.
- 2.3 External doors cannot be opened from the outside as they either have no handle or have a key pad entry system. Class teachers should ensure these doors are closed at the end of the school day. Security gates at the front of the school have entry permitted by key fob or entry phone to office. Cameras operate in this area.
- 2.4 As there is a Pre School on the site, measures are in place to ensure personnel from the Pre school, (children and parents) are kept separate from our children during the school day and during extra curricular activities.
- 2.5 Rainbow Clubs (After School Provision) have a specified entrance and safeguarding procedures in place and the school supports these with regard to site security.

## **3 CONTROL PROCESSES**

- 3.1 All visitors are to sign in/out using the electronic entry system when entering and leaving the premises.
- 3.2 Only visitors with a current DBS certificate can be left alone with any child in any circumstance. If a member of staff inadvertently asks you to do so you must refuse. All staff wear blue lanyards, approved visitors with a valid DBS have yellow and visitors who are not to be left alone with children must wear red lanyards (Governors have Orange Lanyards)
- 3.3 Parents with specific delegated responsibilities, such as Parent Teacher Association (PTA) and Librarian can come in unaccompanied but should not have access to the rest of the school – they must be DBS checked. Members of the PTA who are not DBS checked must be accompanied by a DBS checked member of the PTA or a staff member. All supply teachers and coaches working with children must have up to date DBS checks – checked by the office staff on entry and appropriate lanyard issued.
- 3.4 Class teachers are responsible for ensuring all their visitors are wearing lanyards.
- 3.5 The children are to be aware of the lanyard system and advise any member of staff when a visitor without a lanyard is seen.
- 3.6 Children are not permitted to let anyone into the school.
- 3.7 All staff are to be aware of the “red disk”. The process to be followed is detailed in the Staff Handbook and staff should ensure they are aware of the procedure.

#### **4 DATA SECURITY**

- 4.1 Sensitive data is backed up remotely by EIS/ Cantium/Wonde. Paper records are locked away securely.
- 4.2 All staff are to be aware of the implications for security as indicated in the current GDPR and Data Protection legislation.
- 4.3 There is an “Online Safety” policy within the Child Protection Policy and staff are also made aware of these issues in the Staff Handbook.

#### **5 IMPLEMENTATION AND MONITORING**

- 5.1 Each Finance and Premises Sub-committee meeting agenda is to include an item on security. Consideration is to be given to:
  - 5.1.1 Building security
    - lighting, alarms,
    - the number of entrances
    - door and window locking mechanisms
    - door entry systems
  - 5.1.2 control processes
  - 5.1.3 data security
- 5.2 The termly headteacher report to governors is to include details of any security hazards and breaches, and the remedial action taken.

#### **6 ASSOCIATED POLICIES**

Health & Safety Policy  
Child Protection Policy  
Attendance Policy

## **Security and Access to School Buildings.**

(Reviewed in line with Safeguarding and GDPR compliance.)

**At Stocks Green Primary School, the staff and pupils must be able to work and learn in a safe and secure environment, both in and out of curriculum time. Parents need to be confident that the school provides such an environment. The personal safety of the whole school community is paramount; the Governors and staff take the threat of verbal/physical assault, abduction and vandalism very seriously. The Head Teacher and Governors ensure that procedures are in place to minimise risk and that all staff are fully aware of the security arrangements.**

### **Site security and the control of access to the buildings.**

Stocks Green Primary School has a policy of welcoming visitors; however, we realise that problems can occasionally arise, which threaten the safeguarding of pupils and staff. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site, thus ensuring this is a safe place in which to work and learn. It is also essential that we are aware of who is in the buildings at all times in the event of an evacuation.

Henceforth, parents and visitors will not be allowed into the school buildings, including classrooms before and after school, unless they are specifically accompanied by a member of staff. This includes going to classrooms to find belongings or seek staff members. The Lost property box is now located in the entrance lobby for ease of access for parents.

Entrances to the school are not left open for free access for safety and security reasons.

Teaching staff are not available for consultation before the school day starts, unless by prior arrangement with the school office.

### **Early morning club–**

Pupils will be dropped off at the Key Stage 1 entrance, where a member of staff will register them for the club and they will then go to the hall or music room where they are based. In the event of a pupil arriving later, the office staff will see them through to the club.

### **After school club (Rainbows)**

Pupils are to be collected from Reception area after parent has phoned Rainbow staff or buzzed at green gate to alert Rainbow staff to their arrival

**Parents are requested to leave the premises immediately after picking up children.**

### **Picking up pupils during the school day –**

Pupils who have appointments during the day must be picked up/returned at the school office and signed in/out.

### **Late pupils**

Pupils who arrive after 8:50 must be taken to the school office and signed in.