



Crays Hill
Primary *School*



BERLESDUNA
ACADEMY TRUST

School Site Security Policy

Shared with staff/community: January 2026

LGB ratification: January 2026

Review: January 2027

Contents

SCHOOL SITE SECURITY POLICY	3
Our aims are:	3
Scope.....	3
Roles and Responsibilities	4
All staff.....	4
Headteacher	4
Governing Body	4
Pupils, Parents, Community Users and Visitors	4
Arrangements.....	5
Information and Communication	5
Controlled access and egress during the school day	5
Pupil Supervision Arrivals	5
Leaving School at the End of the Day	5
Buildings and Grounds.....	5
Cash Handling	6
Coming in Policy	6
Computer Data Security.....	6
Control and Supervision of contractors	6
Control of Visitors	7
Curriculum Activities	7
Early Years Outside Area	7
Locking Arrangements/Security Officer.....	7
Lone Working	8
Offensive Weapons	8
Security of Equipment.....	8
Serious Incidents or Threats	8
Trespass and Nuisance	8
Theft and Burglary	8
Appendix 1	8
Key Holders	8

SCHOOL SITE SECURITY POLICY

At Crays Hill Primary School, we strive to create and maintain a secure and safe environment for all children and adults in school. Parents need to be confident that procedures are in place to provide this environment. Both children and staff should feel that their working environment is a safe place in which to work but it is important that visitors continue to feel welcomed.

Our aims are:

1. To help make the children and all those who work in the school feel safe and secure.
2. To focus strongly on personal awareness and responsibility.
3. To meet the latest recommendations of the DfE & Government guidelines and the advice of the LA.
4. To identify and minimise risk as far as is practical and sensible.
5. To control access to and movement within the school and its grounds by people and vehicles.
6. To respond effectively and in good time to identified security issues.
7. To review our policy every two years or more often if events dictate.

Scope

This policy covers the following areas:

1. Site access, general building security, movement around and outside of the school.
2. Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
3. Offensive weapons.
4. Identified threats to the safety and well-being of the school community from those with criminal intent, including drug dealers.
5. Visitors, contractors, helpers or other persons involved with the children.
6. Computer data security.

Health & Safety is the subject of a separate policy document.
Fire procedures are laid out in the Fire Safety Policy.

Roles and Responsibilities

All staff

Staff will:

1. Comply with this policy and the arrangements made by the headteacher to ensure the safety of children, employees and others on the school site.
2. Report any shortcomings either the headteacher or deputy headteacher.

Headteacher

The headteacher shall:

1. Implement the security policy and any action plan approved by the Governors.
2. Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent this occurrence.
3. Ensure staff members have a clear understanding of their particular responsibilities and that they receive information, induction and training on the policy and procedures.
4. Ensure that all visitors, contractors and agency staff adhere to the security policy.
5. Take day to day operational decisions.
6. Consider particular risk situations (e.g. home visits, lone working).
7. Consult with local professionals as appropriate (e.g. police, road safety workers, etc.).
8. Provide appropriate information to pupils, parents and visitors.
9. Monitor and review security measures.
10. Review the policy and update the governing body as needed.

Governing Body

Governors will ensure that the school has a security policy and that this has been implemented.

Governors will monitor the performance of the school security measures. This will be achieved:

1. By the health and safety governor monitoring performance on their special interest visits.
2. Via the headteacher's reports to governors.
3. By all governors observing its implementation when they visit the school.
4. By Governors periodically reviewing the school's security policy.
5. Governors will delegate the day to day implementation of the policy to the Headteacher.

Pupils, Parents, Community Users and Visitors

Pupils, parents, community users and visitors will be:

1. Expected to respect the measures taken by the school to improve and ensure security.
2. Encouraged to report ideas and problems to the staff or Governors or both.

Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

1. All staff induction will include the school's security policy. Records of which are to be kept in the employees record.
2. These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools' security arrangements as a condition of sharing use of the building.
3. Parents will be informed about the schools' security arrangements and any part they are expected to play. For example when visiting the school or at handover times – see Safeguarding Policy.

Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Crays Hill Primary School aims to balance the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

Pupil Supervision Arrivals

Children should not arrive on site until 8 am.

All children who arrive after 8.45 a.m. must report to the School Office.

See morning activities procedures.

Leaving School at the End of the Day

Children are either collected by a known adult, or by contract mini bus.

If a child is not picked up, the child waits in the reception area or in a classroom with an adult until an adult arrives to collect them. Parents must inform the school either in writing or by informing the teacher in the morning in person if they wish their child to be collected by another person.

Children travelling on transport provided by the LA must be supervised by their class teacher and learning support assistants until all pupils have been collected. Pupils will be recorded as they leave the building.

See end of day procedures.

Buildings and Grounds

The school will take all reasonable efforts to restrict 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 are:

1. The main access for pupils and visitors is through the car park to the front or back of the school. The entry gates are kept closed, except in an emergency and will only be opened once identity of the individual wishing to enter the school site has been confirmed.
2. All pupils and visitors will report to the front office and will be granted entry using a security access control system.
3. Signage directs all visitors to this entrance.
4. Staff will access the school site through the rear car park and entrance door which has a keypad entry system.
5. Access via playground and other external doors is prohibited between 8.45am and 3.15pm.
6. Extensive security lighting covers entry/exit doors, all sides of the school building and car park.
7. The school operates an efficient attendance/registration system which allows us to monitor absenteeism and truancy – first day response.
8. The School operates a signing in /signing out system for all staff, parents and visitors.
9. Pupils who are late must be signed in by the office staff.
10. Pupils leaving the site during the school day must be collected and signed out by a known

parent/guardian.

11. All staff and visitors are required to wear a visible name badge at all times.
12. Contractors will comply fully with school procedures at all times.
13. Caretaking staff conducts a perimeter walk daily during morning and afternoon session informing the headteacher of any remedial repairs required or breaches in health and safety.
14. CCTV is situated at the front and rear of the building and also in the main entrance corridor. This is monitored by front office staff.
15. The access arrangements for the grounds are
 - School field – access to school field for PE – always under control of staff. Staff will professionally challenge any person not wearing a name or school visitor badge.
 - Lunchtime – children use school field always under control of staff. Staff will professionally challenge any person not wearing a name or school visitor badge.
 - Playground – used under staff supervision at break and lunch and staff will professionally challenge any person not wearing a name or school visitor badge.

See staff supervision timetables and map showing positioning of staff supervising.

Security of the Building

1. An effective intruder alarm is in operation. This is always set when the school is not in use which is monitored by Blake Contractors.
2. Security lights.
3. Appendix 1 lists the key holders who are responsible for the security of the building.
4. 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.
5. The last key holder to leave the premises is responsible for securing the building if they leave after the security officer.

Alarm Call-Outs

If a key holder is contacted as a result of a 'Person Present', they will wait in the outside car park at Crays Hill until the police arrive. If necessary, additional key holders should be contacted for support.

Car Parking and Vehicle Movement

Car parking is provided for staff and there is limited car parking for visitors. The rear car park is secured from 9.00am by a combination padlock.

Cash Handling

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

Coming in Policy

If there is a need to evacuate the children from the playground due to a difficulty or potential threat, a member of staff on duty will phone the office and the staffroom, staff will go straight out to assist. Upon receiving the telephone call either at the staff room or at the office, it is the responsibility of all staff to take action.

Computer Data Security

It is important that computer data used in administration is secured, as far as is practical and reasonable, from accidental or malicious damage or loss. To this end:

1. Computers used in the school will be equipped with up-to-date anti-virus software.
2. Frequent backups will be taken of important data, to minimise the time needed to return to normal, and kept in a fire resistant safe.

Control and Supervision of contractors

Contractors and maintenance personnel will not always have a DBS check therefore they should not have unsupervised access to children.

They will be controlled as follows:

1. All will be given school badges and be expected to wear them; Trust/ LA staff to wear their own badges, visible at all times.
2. They will only park where authorised to do so.
3. Will only carry out work agreed at the start of the contract and at the times agreed.
4. Will be supervised at all times by school staff; this does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property (please also refer to the school's Safeguarding Children and H&S policies).

Our policy is that:

1. All visitors report to the reception on arrival.
2. Staff are encouraged to use the Reception when conducting interviews with visitors.
3. All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person that is not school staff. LA staff will wear an ECC pass that will be visible at all times. LA staff include LA Inspectors, SEC and Finance Support. Trust staff will wear Trust badges to ensure all staff can identify them.
4. 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" of school. Visitors are those people that are issued with a pass from Reception.
5. 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.
6. Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
7. Visitors will not remove any items of school property without the express permission of the headteacher or deputy headteacher.
8. For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid by the office staff on arrival.

Curriculum Activities

Children will be made aware of security issues at the appropriate level through a series of school-based activities. They will be:

1. Encouraged to be security conscious e.g. never open external doors to adults other than staff.
2. Encouraged not to approach any adult they don't know but to tell a safe adult.
3. Taught how to take care of themselves and others.

All the above issues are covered in the Personal Social and Health Education (PSHE) curriculum guidelines. The school takes advantage any opportunity to heighten children's awareness. Children will be listened to and their fears and concerns respected.

Early Years Outside Area

1. Outside learning area always used under control of staff.
2. Pupils are supervised by the class teacher.
3. The outside learning area is fenced and has two gates which are safeguarded to prevent the pupils leaving the area.

Locking Arrangements/Security Officer

The school building will be unlocked at 6:00am and locked at 6:00pm. It is the responsibility of the caretaker / cleaners (key holders) to check daily that:

1. All locks and catches are in working order and any defects are reported to the headteacher.
2. The security system is working properly and before leaving the premises, to check: -
 - all the windows are closed
 - the doors are locked and secure
 - the security alarm is set
 - all gates are shut

Lone Working

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

Lone working procedures are laid out in the Lone Working policy.

Offensive Weapons

The headteacher has discretion to determine what an offensive weapon is or what may cause harm if worn or brought to school, and to ban it. Any appeal against the headteacher's decision will be considered by the governing body.

Security of Equipment

All items of equipment in the school are the property of the school and as such must be kept well maintained and secure at all times. The school DNA marks valuable pieces of equipment.

Teachers are permitted to take laptops or other items out of the building but details must be recorded in the equipment register at the front office. If an item is damaged whilst it is in the possession of a member of staff, repairs will be the responsibility of the staff member. All equipment of significant value is recorded in an inventory.

Serious Incidents or Threats

In the event of any serious incident staff should:

1. Stay calm.
2. Minimise the risk to yourself, the children or others.
3. Seek help as soon as possible
4. The general policy is:
 - The welfare, security and protection of the children, staff and visitors will take precedence over any other action required to contain the situation.
 - The headteacher or other senior member of staff must be informed. This person will then decide what action to take, which may involve contacting parents or the police.

The school will seek to follow best practice guidelines in its response and handling of threats and incidents, according to the "Critical Incidents: Guidance for Schools" publication.

Trespass and Nuisance

In the first instance, members of the Leadership Team should consider the level of risk and may approach an unauthorised member of the public. If pupils are outside, it might be necessary take them inside.

However, in any case where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, verbal abuse of pupils or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the school will always refer to the police.

Theft and Burglary

Schools are not immune from burglary or from theft of belongings, monies and personal items of pupils. The school takes an active stance on this with items which are portable or that are of high value "security marked" and the banking of all monies such that large sums are not left on the school premises. Suitable locks are used on doors and windows.

The school actively encourages personal security awareness. Pupils and staff are discouraged from bringing in items of value. Any incident of theft is investigated. Mobile phones should not be brought into school but if prior agreement is given, they will be given in each morning to the admin assistant and stored in a labelled envelope in the office. The school will not take responsibility for loss or damage to phones.

Appendix 1

Key Holders

H Dyer, Headteacher

C Winch, Deputy Headteacher

Operations Manager – Ben Robinson

Site Manager/Caretaker – Richard Einchcomb

Minster Cleaning Services

Blakes Fire & Security Systems