



St Richard's C of E Primary School

# Security Policy

This policy was last reviewed:	Spring 2026
This policy will be reviewed again:	Spring 2027
This policy will be reviewed by:	Resources Committee
Statutory policy?:	No
Source:	Governing Body

# St Richard's C of E Primary School

## SECURITY POLICY

### 1. AIMS

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

### 2. ROLES AND RESPONSIBILITIES

School security responsibility is shared between the Governing Body and Headteacher.

#### **Role of the Governing Body**

The Governing Body is responsible for agreeing the Security Policy and monitoring its implementation.

The Resources Committee of the Governing Body will review and approve the policy on an annual basis.

#### **Role of the Headteacher**

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body. The Headteacher will ensure:

- All staff appreciate the importance of security and understand the school's policy and their responsibilities;
- Staff training needs are kept under review and training takes place as necessary;
- Parents are informed of the Security Policy via newsletters and encouraged to support its implementation;
- Risk assessments are conducted by the Headteacher, School Business Manager and Governor responsible for Health and Safety;
- Routine security checks are carried out on an on-going basis by the Senior Leadership Team;
- A log is kept of any security incidents and these are reported to the next meeting of the Resources Committee; and
- Crimes are reported to the Police.

#### **Role of All Staff**

All Staff are required to read this policy and follow the procedures set out within it

#### **Role of Office Staff**

The office staff will be responsible for controlling entrance to the school via the main entrance, and the pedestrian and vehicle access gates when the Caretaker is off duty.

Staff in the office will ensure:

- All visitors sign in and wear a lanyard ID badge or sticky visitor badge.
- All visitors without DBS checks are supervised while children are on site.
- All visitors with DBS clearance provide photographic proof of identity before being allowed unsupervised access to the site.

- All reasonable steps are taken to assist authorised persons to locate and retrieve property lost on school premises but the school cannot be held responsible for such losses.

### **Role of Parents**

Parents are asked to play their part in ensuring that this policy is effective.

The contents of this policy will be communicated to parents on a regular basis via the school newsletter and website.

Parents are requested to go no further than the Link Corridor when dropping off children and only enter the building via the main door visitor entrance.

Parents are requested not to allow children to bring valuables to school. Children are expected to be responsible for their belongings.

Parents must not allow their children to use the playground equipment out of school hours. Staff do not supervise the playground equipment at these times and the school cannot accept responsibility for any injuries that might occur.

## **3. ENTRY PROCEDURES FOR VISITORS**

Visitors are anyone who enters the school premises with the exception of –

Pupils

Members of staff

Catering Staff

All visitors must

1. Enter by the main door, at the front of the school building.
2. Register with the school office and sign the Visitors' Book, detailing their name, time in and out, which organisation they are from and who they are seeing.
3. At all times whilst on school premises wear a visitor's lanyard badge or visitor label which has been allocated by the school office. Visitors who have not been DBS checked will not be left unsupervised at any time on site.
4. Visitors with DBS clearance must provide photographic proof of identity which will be verified by the office staff
5. Sign the Visitors' Book immediately before leaving the school premises.

Members of staff should challenge anyone they encounter whom they do not recognise as a legitimate visitor. Such people should be required to produce evidence of their identity and account for their presence. If they are unable to do so satisfactorily, they should either be asked to leave the school and escorted from the premises, or accompanied to reception and asked to sign in.

If an intruder presents a physical threat, then the police should be called as soon as possible. At no time should any member of staff put themselves at risk by challenging the intruder on their own.

Under no circumstances should visitors be permitted to remove items of the school's property, or the property of staff or pupils, unless the person witnessing the event has personal knowledge of their identity and their authority to do so. Walk-in thieves, sometimes under the guise of equipment repair personnel, can be extremely plausible in manner and appearance and staff need to be aware of the dangers.

#### **4. EXTERNAL SECURITY**

##### **Main entrance**

The building is protected by an alarm system, which must be set by the last member of staff to leave the building, usually the Caretaker or cleaners, who must also lock the main entrance door. The alarm must not be left off if the building is unoccupied. It is the responsibility of the Caretaker to ensure that the alarm is set and the door is locked.

The intruder alarm has direct connectivity to a central monitoring system with 24 hour monitoring. The alarm system records information as to when the alarm is activated and deactivated. Any change of state is recorded and acted upon as appropriate. The Caretaker is the first port of call for the police or alarm company in the event of the alarm being triggered.

On days when the school is open, the main door is unlocked and the alarm switched off by the Caretaker at 7am.

The main entrance is supervised from 8:30am to 4:00pm by staff in the office.

When the door is unlocked, entry via the main school entrance door is controlled by a key fob entry system and intercom, although at exceptionally busy times such as parent evenings, the entry system can be overridden to allow parents to freely access the school. At such times, a member of staff will supervise the entrance.

When our afterschool care is in house it runs from the school hall. There is a doorbell attached to the external hall door and parents ring this to alert after school club staff that they are there to pick up children.

##### **External classroom and hall doors and doors to the playground**

All external classrooms and hall doors and doors to the playground are fitted with devices to enable immediate exit at all times in case of emergency but to prevent entry from externally. Staff are to ensure these doors are not propped open.

##### **Playground gates**

The playground can be accessed via the following gates:

- **Ashburnham Gate**  
This is a pedestrian gate accessed via the Children's Centre gate. The latter is open from 7.20am to 5pm, but the Ashburnham Gate itself is open from 8.45am-9.00am and 3.20pm-3.40pm (subject to clubs).
- **Ashburnham Vehicle Gate**  
The vehicle gate is adjacent to the pedestrian gate. The gate is kept locked at all times and only opened by the Caretaker or School Business Manager.

- **Blossom Room Gate**  
The Blossom Room Gate, adjacent to the Children's Centre gate, is open from 9am-9.10am and at 11.45, 12.30 and 3.30pm. At all other times the gate is controlled by a magnetic lock and voice intercom. There is a second gate controlling access to the Blossom Room playground, which is open from 9am-9.10am to allow parents to leave after dropping off their children.
- **Woodville Road Gate**  
This is a pedestrian only entrance. It is open from 8.45am-9.00am and 3.20-3.40pm (subject to swimming). At other times when the Woodville Road Gate is open for swimming, entrance to the rest of the school is restricted by the swimming pool gates which remain locked during private swimming use.
- **Kitchen Gate**  
This is a pedestrian only gate. It is kept open and unlocked during the day as it is an emergency fire exit and also for deliveries. It has a key pad access system. Access to the school building from this gate is controlled via a keypad entry system on the external kitchen door. The code for the keypad should be changed at least annually. Access to the school playground from this gate is restricted by the Gate located to the side of the swimming pool, which should be kept locked at all times.
- **Hall Fire Exits**  
The rear hall door is used as an entrance door for morning clubs, and exit door for after school clubs. It can only be opened from the inside.  
The other hall door (Church exit) is used for Church access and lettings and to let in Reception children in the mornings. At this time a member of school staff stays on the door at all times and ensures it is locked before leaving the door.

It is the responsibility of the Caretaker to ensure that all external school gates remain shut during the period from 10 minutes after the scheduled start of the school day until five minutes before its conclusion, subject to any clubs.

- **Morning clubs**  
For Breakfast Club and early morning booster clubs children gain access to the school via the rear hall door and a register is taken by each club of those attending. For morning swimming club, children enter and exit via the Woodville Road gate.
- **After School Clubs**  
For after school swimming club, children enter and exit via the Woodville Road gate. For all other clubs, children are discharged using the following exits:  
Indoor clubs (e.g. chess, homework club, gym club) – Rear hall door  
3 Bees After School Club – Rear hall door.  
Outdoor clubs (e.g. basketball, football etc) – Ashburnham Rd pedestrian gate

### **Perimeter checks**

The Caretaker is responsible for performing a daily perimeter check. This involves walking the perimeter in order to ensure there is no damage to the perimeter fencing and that no hazardous items (e.g. hypodermic needles) have been thrown over the fence into the school grounds.

### **External storage areas**

The Caretaker is responsible for ensuring that all external storage sheds or containers that are owned by the school are kept securely locked, and that any hazardous

substances or equipment are stored securely within. Security of any storage sheds or containers owned by hirers, including Kingsgate Church are the responsibility of the hirer, who must provide suitable padlocks and insure the contents.

## **Lighting**

Security lights are in place at the front of the school.

## **5. INTERNAL SECURITY**

Internal classroom and office doors are fitted with a latch. At the end of the school day, staff must ensure that the doors to their classrooms and offices are shut to prevent unauthorised access. If they leave work before the cleaners, the cleaners are instructed to shut the internal doors.

All school equipment included on the school inventory is security marked. It is the School Business Manager's responsibility to security mark any new equipment. Governors conduct an annual inventory spot check.

## **6. SECURITY OF CHILDREN DURING THE SCHOOL DAY**

If a child has not arrived at school and the school has not been informed of the reason for their absence, the parents of the child are contacted to ascertain that the child is safe.

Children who leave partway through the school day, or arrive other than during morning registration, should enter or exit the school via the main entrance and be signed in or out as appropriate.

Playgrounds are supervised at break, lunchtimes and whenever pupils are using the playground by members of the curriculum staff. Children will be supervised at all times and checked back into classrooms at the end of breaks.

At playtime children should not be left unsupervised inside or outside.

Children will not be released to anyone other than a parent or carer unless the request is received from the parent or carer.

Staff contact the School Office in an emergency, via the red cards available in all areas of the school.

## **7. STAFF SECURITY**

### **Lone Working**

Refer to the school's Lone Working Policy

## **8. EMERGENCY PROCEDURES**

## **Missing Children**

In the event of a child going missing from the school premises we would take the following steps:

1. School staff would search the buildings and grounds;
2. If the child was not on the premises, school staff would search the local vicinity maintaining contact with the school by mobile phone
3. If the child was not found within 15 minutes the school would phone the police and the parents/carers.
4. If necessary i.e. if the child is not found within a reasonable timeframe, the school would be guided by the police and LBRUT.

## **9. LETTINGS**

For short term lettings the Caretaker will be responsible for ensuring the hirer has appropriate access and that the school is not at risk. Door codes, gate codes or key fobs will not generally be given to those hiring the school unless there is a signed lettings agreement in place conferring upon them the duties of the Caretaker. The hirer will be fully briefed as to the schools expectations that entry key fobs or codes are not given out to other members of their staff or other visitors.

## **10. KEYHOLDERS**

The SBM is responsible for maintaining an up-to-date inventory of keys. A key audit will be conducted annually by one of the Governors on the Resources Committee of the Governing Body.

Staff are instructed not to make copies of keys without the authority of the SBM. Keys are not to be passed to a third party without permission. Upon leaving the employment of the school, all keys are to be handed back to the SBM. If any key holders leave the school then the alarm code must be changed.

All duplicate keys, or keys not issued, should be locked in the key safe in the Locked Server Room or School office key safes. Access to the Locked Server Room is restricted by a locked door.

Lost or stolen keys or key fobs must be reported to the SBM as soon as possible.