

Policy for Security



Introduction

This document was reviewed during the Autumn term 2025

This policy will be reviewed in the Autumn term 20

School Aims

Our Aims:

We want our children to **believe** in themselves, **achieve** and **succeed**

- To ensure all children have access to a broad, balanced and engaging national and locally relevant curriculum that fosters high expectations for all pupils.
- To provide a caring, secure and supportive environment where children can develop respect and belief in themselves, others and their surroundings and feel confident to express their individuality.
- To promote and inspire curiosity, resilience and independence within the children
- To value our community, the richness of other cultures and the world we live in
- To understand and promote the importance of being active and healthy

Our school is committed to Safeguarding and maintaining a culture of vigilance.

POLICY RATIONALE

Prior Park Primary School believes that the safety of both staff and pupils is of paramount importance. While it is difficult to make the school site totally secure, we aim to do all we can to ensure that the school is a safe and secure environment for all who work or learn here. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim. We review security measures regularly and draw upon the advice of experts as required (e.g. police officers, fire officers, architects and other consultants).

ROLES AND RESPONSIBILITIES

Management Responsibility - School security is shared between the Local Authority (LA), Governing Body and Headteacher.

Role of the LA

The main role of the LA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

Role of the Governing Body

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

At Prior Park First School the named governor with health, safety and security responsibilities is **Mrs Hunter**, who monitors the policy on an annual basis. Any key issues that arise are taken to the Full Governing Body.

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 as necessary;
- Parents are informed of the Security Policy and encouraged to help;
- The autumn term headteacher's report will include school security as an item;
- The vehicle management risk assessment is updated on a yearly basis;
- There are yearly risk assessments conducted by the headteacher and caretaker; e.g. Vehicle Management, COSSH etc
- In addition, routine security checks are carried out daily by the on-site caretaker and logged weekly
- All crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in School

Staff

- Staff are the only people to have key fobs for the entrance door lock to gain access to the school and the code for entry to the Nursery and Library door.
- Staff should be aware that if a parent becomes aggressive during a parent consultation, they have a right to politely terminate the consultation.
- All staff must challenge visitors who enter the school grounds during play times.

Visitors

- All visitors, including contractors come to the main school entrance, report to the Office manager at the window, sign the visitor's book and receive a visitor badge.
- When children arrive late, their parent/carer signs the late book at the window and the child is then let through to school.
- Parents are to be reminded of our security strategies on a regular basis through newsletters written by the headteacher;

Hardware

- The entrance door in the foyer is opened by key fob. Only school staff are issued with this.
- Children need to be reminded **not** to open any door to visitors.

Policy for Security

- All external doors are to be kept closed. (Doors can be opened internally but not externally); at breaktimes pupils requiring access to toilet facilities must use the KS2 door if they are on the big yard and the Key Stage 1 door if on the little yard.
- Weather permitting, free flow of children inside/outside is acceptable. The class teacher should be vigilant, and children made aware of the dangers.
- All rooms containing equipment that may pose a risk to be kept locked e.g. electrical cupboard and caretaker's cupboard containing cleaning equipment.

Outside School

- In the interests of their safety, no child should be left unaccompanied in our school playground before 8.45am. Members of staff will be on duty at 8.45am.
- All gates on the perimeter of the playground and field are to be kept closed and locked during school hours. Lunchtime and Playtime staff will check that the gates are locked.
- The side gate, leading down to the Sports Centre, will be locked between 9.15am and 3.00pm, therefore access to the school grounds will be through the main school gate only during these times. It will then be locked from 3.45pm until it is reopened in the morning. This will ensure that people will not use our school grounds as a shortcut.
- The main school gates into the staff car park are closed at 8.45am each day. Parking in this area is for staff and governors only. Parents / carers are not permitted to park or drop off in the school car park.
- Early Years/KS1 playground gates to be always bolted and secure; (gates can be opened externally but not internally)
- Pupils are always supervised by an adult when playing in the school field or playground;
- At lunchtime, a lunchtime supervisor must be in the playground or on the field before pupils arrive.
- At playtime, a member of staff on duty must be in the playground or on the field before pupils arrive.
- At all breaktimes, a member of staff must carry a whistle. This will only be used in emergencies to attract the attention of all children.
- All staff to challenge visitors on the school grounds during playtimes;
- School sheds and boiler house to be always kept locked.

Security of Equipment and Money

Security strategies

Inside School Building

- All expensive, portable equipment to be marked as belonging to the school;
- All valuable and recognisable equipment to be photographed and included on the school itinerary;

- Cash held on the premises is limited to less than £500. *The school does not keep petty cash.*
- A variety of routes and times of day are used for taking cash to banks or post offices;
- School lunch money is not collected by school as all parents are expected to order and pay for their child's lunch via 'School Grid'.
- Any money is collected by the courier on Friday mornings;
- Any money collected during the school day is stored securely.

Security of Staff, Visitors, Pupils and Equipment during whole-school events.

Parent consultations

- All personal belongings to be stored in lockable storage in the medical area.

Fundraising Events

- all rooms apart from those required are to be locked;
- all cameras and personal belongings to be stored in lockable storage in the staff room;
- for outside events - football matches, Summer Fayre, etc, internal doors to be locked so people have access to toilet facilities without having access to school building.

Evening lettings

- Our caretaker is responsible for opening the school and ensuring that all rooms, apart from those required, to be locked;
- Lettings are subject to the terms and conditions as laid out in the Northumberland County Council Letting Agreement and the school's Policy for Lettings.

Monitoring of strategies

- Informally through verbal reports from staff and visitors;
- "Resources Sub-Committee" of the Governing Body monitor the policy on a termly basis and report formally through Headteacher reports

All staff to take shared responsibility to ensure the security strategies are implemented.

Conducting a full school security review

A comprehensive school security review is an essential step when addressing the security needs of our school. This will involve a tour of the inside and outside of the school to be carried out by the Headteacher and Caretaker. During the tour, key hazards will be noted down, photographs taken and a fundamental

review of all security issues and measures undertaken. It is important that we imagine worst-case scenarios.

We aim to spot our own vulnerabilities before unwelcome visitors do so, or an accident takes place.

Such a review is not a one-off activity – instead it is part of our ongoing monitoring plan. This will ensure that we keep on top of any issues that need addressing and monitor how they progress. The following should be checked, and the risks reported on a regular basis:

Doors and windows: To be aware of the general state of repair and ensure that an ongoing programme of maintenance is carried out.

Perimeter fences: To ensure that these are well maintained and of high specification. Ensure that they carry the appropriate safety signs where relevant.

School grounds: To ensure that trees and foliage should always be well trimmed and allow for good visibility.

Outbuildings: To ensure that all outbuildings have appropriate locks which will protect their contents.