Wellington Community Primary School

Site Security Policy

Signed: _____ **(Policy Owner)**

Print Name:_____

Review Date: _____

Signed: _____ **(Governor Approval)**

Print Name: _____

Approval Date: _____

Written: October 2025

Next Review Planned: March 2027

POLICY CHANGE HISTORY

Version	Date	Status	Policy Owner	Governor Approval	Comment
1.2	10.10.24	Approved	AW	MH	In line with DfE Site Security Guidance – July 2024
1.3	03.03.25	Approved	AW	MH	Further refined inline with procedures

Policy Statement

Our School Community (all staff members and governors) fully recognises the contribution they can make to protect and support pupils in school and accept their statutory obligation to provide a safe and secure environment for children, employees and visitors to Wellington Primary School. We are very aware of the importance of maintaining a high level of personal security within the school as well as reducing the potential for theft and vandalism. The aim of the policy is to support the safeguarding of our pupils and the well-being of our staff, by ensuring that the school site is a secure and safe environment. This policy sets out the measures to be adopted to ensure, so far as is reasonably practicable, that pupils, employees and visitors are protected from risks to their Health and Safety. The premises security procedures will operate within the framework described in 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 a strong focus 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 department are adhered to
- Identifying and minimising the risk as far as reasonable practicable and sensible
- Controlling access to and movement within the premises 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
- Lockdown procedures in the event of 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

The Headteacher (responsible manager) will:

- Ensure that the premise has a security policy approved by the Governors and that this has been implemented.
- 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 site.
- Report any shortcomings to the senior leadership team.

Governors will:

- Periodically review the premises security policy.
- Delegate the day-to-day implementation of the policy to the Headteacher.
- 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 Wellington Primary School
- Seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- Provide staff with enough resources, information and training to implement the security procedures.

Pupils will:

- Be encouraged to exercise personal responsibility for the security of themselves 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 the Senior Leadership Team

<u>**Arrangements**</u>

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 barriers, 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 Wellington Community Primary School have taken into account the need to balance the need 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 buildings has only single access entrance via the reception area and clear directional signs indicate its location to visitors.
- External doors require codes and/or electronic passes for entry which are maintained according to the manufactures specifications.
- Only authorised visitors are allowed access. Unauthorised visitors will be challenged by staff
- The school operates a signing in/signing out system for all parents visitors and pupils who are late/leaving early
- Admin staff and the site manager closely monitor the movement of vehicles and the pedestrian access point whilst present on the premises and are responsible for contractors on site
- Secondary site access points are kept locked unless required for deliveries or other specific needs in which case they are monitored by the site manager
- CCTV is strategically placed and monitored by admin staff
- The school has close links with local police and the community/military police officers.
- The school operates an efficient attendance/registration system which allows us to monitor absenteeism and truancy – first day response
- Contractors comply fully with site procedures at all times and are provided with an induction to the site
- Waste disposal vehicles and contractor vehicles have restricted access to the site to avoid times when pupils and staff are moving around the site
- All windows and doors are be checked and assessed by the site manager to ensure that the locking mechanisms are in working order and are fit for purpose – any shortcomings are reported immediately to the Headteacher and rectified as soon as practicably as possible
- All ground floor or other easily accessible windows above ground floor level have suitable key operable locks fitted for additional security.
- Glazing to doors and ground floor windows include one pane of attack-resistant laminated glass
- Security lighting is provided around the perimeter of the school building with dusk to dawn lighting on entrance doors

- appropriately worded warning signs regarding the presence of an alarm system, monitored CCTV, trespassing and the fact that all property of value on the school premises is property-marked is displayed.
- The following areas are accessible by the public but the risk is controlled with our site supervision arrangements and how the school deals with visitors. The access arrangements for the grounds are:
- School fields – access to school field for PE – always under control of staff. Staff would challenge any person not wearing a visitor badge

- Lunchtime – children use school field that could be accessed by a person walking past the authorised entrance, always under control of staff. Staff would professionally challenge any person not wearing a visitor badge

- Playground – the access to the playground is via the main building. Any gated access to the playground is locked during the school day challenge any person not wearing a visitor badge

Control of Visitors

All staff wear ID badges and anyone not wearing a badge is to be challenged.

Good access control is essential to the security of the school during the school day. All visitors, including school governors, must initially report to the school office or reception, where the purpose of their visit is established prior to them signing in and being issued with a visitor's badge, valid only on the day of issue.

Visitors to the school are not allowed to wander about the school unaccompanied. Identification provided by local authorities, utility companies or other organisations are not accepted as an alternative to the school's own system.

Procedures are in place (*see: **Buildings and Grounds***) to ensure that no one is able to access the school buildings unacknowledged and that, once in the building, a system is in place to protect or help pupils and staff should support become necessary. **The system is as follows:**

- 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 by two members of staff.
- The unauthorised visitor is escorted off site.
- Any refusal will be reported immediately to the Headteacher.
- If a threat is present (i.e. offensive weapon), 999 is called and the lockdown procedure is inititated (see **School Security Lockdown**).

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

Our policy is as follows:

- All visitors must report to the reception desk on arrival.
- All visitors are provided with the school's Safeguarding guidance
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person who is not member of school staff.

- 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 from the visitors log
- 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 schools property without the express permission of site staff
- For their own safety, authorised visitors will be given appropriate information on the school's health and safety procedures such as parking, fire safety and first aid

School Security Lockdown –

In the event of a risk from an intruder, or if a security warning is received, the school goes into a full lockdown mode, as follows:

Close the school and activate the school's security lockdown plan. This should include the following steps:

- Ensure that all students are brought into school quickly using the agreed signal they should be sent or escorted to their designated classrooms and accounted for using the register
- Fully secure the premises, locking all doors and windows – this is a designated responsibility for the office-based staff who will be on the premises during school hours and practised regularly to ensure that all locks operate properly
- Call 999 if you are not already in contact with the police
- Visitors are asked to stay, not leave – they should be taken to a designated location of shelter by a nominated member of staff and asked to remain quiet, turn their phone to silent and stay out of sight
- Once all students are accounted for in their classrooms, classroom doors are be locked and students asked to sit quietly away from sight
- If there is a danger of explosion, ensure that all blinds and curtains are closed
- Turn off all lights
- Use the agreed method of communication in this situation, our walkie talkie system and wait for instructions

The school is to remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.

The lockdown procedure is practised at the start of each term and the Headteacher is responsible for ensuring that all staff are trained and aware of their roles should a lockdown be required.

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 playing fields during break/lunchtimes by strategically placed staff members

Co-Operation with Third Parties, Extended Services and Community Groups

Our site security arrangements have taken into account the third parties who use the building or grounds. In most circumstances, the arrangements for the site will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

Community Use/Extended School Activities

Although not extensively used, community groups may use facilities on a Saturday/Sunday. When inside, the building access to the rest of that site/building is restricted. Risk assessments as part of induction arrangements are carried out. No hirer will be allowed to use the school facilities unless they fully comply with the relevant risk assessments and hire agreement. Visitors in unauthorised locations will be challenged by staff. Only visitors/third party/community users with DBS clearance will be allowed on site for extended site activities while the pupils are on site.

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

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

Security of the Building

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

It is the responsibility of the site manager to check the classrooms before their working day finishes. If the site manager is not on site, it it the responsibility of SLT present to complete these checks.

Unlocking and Locking Arrangements

The site will be unlocked daily between 6.30 and 7am; this will be the responsibility of the site manager during term time. Members of SLT and may have the facility to lock and unlock the school as key holders; the responsibility of this is with the named senior member of the organisation and appropriate risk assessments and training is put in place. The daily locking of the building entry doors will be performed by the school cleaning company who have been fully trained on how to do this. The normal hours for public access to the buildings will be 8.00am to 6pm.

Emergency Call Outs

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 site alone.

Cash Handling

Staff avoid keeping cash on the premises whenever possible. Safes are used and kept locked. Staff 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 of value are added to 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 IT equipment.

IT Equipment

Computers and other equipment are vulnerable to theft. Careful siting of power trunking will ensure that they are kept away from windows. Student laptops must not be left in classrooms unattended. They must be locked away in a secure cabinet and at night, they should moved out of sight from windows and doors

Computers should be fitted into individual steel cases (to LPS 1214 standard) and projectors should be inside steel cages (ISO 9001-2000).

Vehicle Movement

No staff vehicles are allowed to enter or leave the main car park when pupils are arriving at the beginning and end of the school day.

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. All mobile phones belonging to children must be handed into the office at the beginning of the day and collected at the end of the day. These are stored and monitored by the admin team.

Staff Involvement

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

- Guarding against assault and theft of personal belongings
- Safeguarding the school by reporting any concerns and ensuring site security is prioritised
- Returning IT equipment to its correct place

Staff must be told:

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

Pupil Involvement

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

- Not bringing valuable items onto the school site
- Reporting any concerns about building safety to a member of staff
- Returning IT equipment to its correct place

Pupils must be told:

- The school's procedures 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