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of our community

## Site Security Policy and Procedures

Adopted by the Local Governing Bodies of  
New Road Primary and Nursery School and  
Park Lane Primary and Nursery School  
on 29<sup>th</sup> April and 6<sup>th</sup> May 2025

**Policy reference:**

**This policy is to be reviewed:**

Annually

**The next review date is:**

April 2026

**Review is the responsibility of:**

The Local Governing Bodies of New  
Road Primary and Nursery School and  
Park Lane Primary and Nursery School

### Review History

**Review ratified:**

7<sup>th</sup> May 2024 (Park Lane Primary and  
Nursery School) 14<sup>th</sup> May 2024 (New  
Road Primary and Nursery School)

**Review ratified:**

29<sup>th</sup> April 2025 (New Road Primary and  
Nursery School) 6<sup>th</sup> May 2025 (Park  
Lane Primary and Nursery School)

**Review ratified:**

**Authorised by:**



## 1. Policy statement

- The Governing Body recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees, and visitors to **New Road Primary and Nursery School and Park Lane Primary and Nursery School**. The school's security procedures will operate within the framework described in this policy.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information, and training to implement the security procedures.
- The Governing Body will, where appropriate, 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 children and staff.
- This policy has been developed with reference to DfE Guidance on School Security arrangements, and should be considered in conjunction with the school security risk assessment. It is closely related to other school policies including the safeguarding and child protection policy, and the health and safety policy.

This policy aims to:

- reflect the balance between maintaining an open and welcoming environment for learners, parents and the wider community and protecting them from harm.
- help create a culture in which staff and students recognise and understand the need to be more vigilant about their own and the safety and security of others.
- demonstrate an understanding of the issues that could impact on the school and wider community.

## 2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

### 2.1. Governing Body:

- The 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 as follows:
  - By the health & safety governor monitoring performance on their visits
  - Via the Headteacher's reports to governors
  - By all governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day-to-day implementation of the policy to the Headteacher.

### 2.2 Headteacher:

The Headteacher will:

- Set up arrangements in school that comply with the security policy agreed by the governing body.
- Ensure that all staff within the school receive information, instruction, and training (as required) 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, contractors, and agency staff adhere to the security policy.

- Monitor the implementation of the policy and security arrangements.

### 2.3 Staff:

- 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 school site.
- Those listed below have been given specific responsibilities for school security.

Security issue	Role	Specific Duties
Agreeing and reviewing the school security policy	Headteacher and Governors	Agree policy. Review on an annual basis or when a security related issue occurs.
Day to day implementation and management of policy	Headteacher	Inform staff. Monitor performance review arrangements
Securing school entrance/exits as detailed in this policy	Site Manager or Deputy	Lock gates as determined by the Security Risk Assessment
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, keypads, fences).	Site Manager or Deputy	Carryout weekly Inspections on the physical integrity of security devices and ensure the appropriate maintenance is carried out.
Control of visitors	Admin staff (and/or any staff member who answers door).	Sign in and issue badges using school procedures. Check identity. Read key visitor information including emergency procedures and safeguarding.
Control of contractors	Headteacher/Admin/Site Manager	Control of Contractor 5cs
Security of money etc	Admin team	Kept in an approved safe. Moneys are collected by a member of the finance Team
Security risk Assessment	Headteacher / Operations Administrator/ Site Manager	Review as required and inform governors of findings to use as part of policy review. Physical Security Support can be provided by the Property Compliance Team: <a href="mailto:property.compliance@cambridgeshire.gov.uk">property.compliance@cambridgeshire.gov.uk</a>

### 2.4 Pupils:

- Pupils will be encouraged to exercise personal responsibility for the security of themselves and others.
- Pupils will be asked to cooperate with the arrangements made for the security of the school.

- The school understands that some children with additional needs may require further support to ensure their safety and security.
- Breaches of the school security arrangements may be a breach of the school's behaviour policy.

### **3. Arrangements**

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

#### **3.1 Information and Communication**

- All staff must be aware of the school's security procedures, especially staff who have been given a specific role to play.
- All staff induction will include reference to the school's security policy and will be recorded on the employees training profiles, records of which are kept in the school's Risk Register.
- These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the school's security arrangements as a condition of shared use of the building.
- Parents will be appropriately informed about the school security arrangements and what is expected of them, e.g., when visiting the school or at handover times.

#### **3.2 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.

Our school security risk assessment identifies the key risks in this area, together with measures the school takes to provide appropriate security and mitigate against the risks of unauthorised visitors accessing the school site during the day.

#### **3.3 Early Years Outside Areas**

We have a secure outside area that has a suitable perimeter fence at least 1.2m based on risk assessment. This has fixings that prevent an early year's pupil opening the gate to exit this area without adult supervision.

Where this area is adjacent to where members of the public have unsupervised access consideration has been given to improved fencing where required. The extent of fences will be decided by a formal security risk assessment carried out by CCC (Property Compliance Team). The normal height based on Risk Assessment is 1.8m to 2.4m as per DfE guidance.

Additional measures include:

At New Road Primary and Nursery School

Reception outdoor sessions are supervised by the required number of staff. The gates are secured by a bolt to prevent the pupils exiting onto the main playground.

At Park Lane Primary and Nursery School

Reception outdoor sessions are supervised by the required number of staff. The gates are secured with a bolt and padlock to prevent the pupils exiting onto the main playground.

#### **3.4 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.

Our policy is that –

- All visitors report to the reception desk on arrival.
- Identity is checked and confirmed using photo ID wherever appropriate.

- All visitors are issued with a badge to be always worn. This includes parents, helpers, contractors, and any other person that is not school staff.
- 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.
- All visitors will be asked to read key visitor information including emergency procedures and safeguarding.
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- 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.

Deliveries – any deliveries will be dropped off via the main entrance except kitchen deliveries which will be dropped off at the school kitchen, whose door will remain locked at all other times.

Collections - any collections will be collected via the main entrance except kitchen deliveries which will be collected at the school kitchen, whose door will remain locked at all other times.

### **3.5 Supervision of pupils**

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

#### **Locations where supervision is part of our safeguarding procedures –**

All areas of the school site and grounds

#### **Times of the day when supervision is part of our safeguarding procedures –**

Start of school day at New Road Primary and Nursery School –

The main gate is open to allow access and this area is supervised from:

- 8.40am to 8.55am for main school and
- 9.00am to 9.10am for Nursery.
- Parents have been informed of these arrangements and that supervision does not start until 8.45am.

End of school day at New Road Primary and Nursery School –

The main gate is open between 3.00pm and 3.25pm to allow access and this area is supervised from:

- 3.15pm to 3.25pm for main school and
- 3.00pm to 3.10pm for Nursery.
- Parents have been informed of these arrangements and that supervision does not start until 3.15pm for main school.

Start of school day at Park Lane Road Primary and Nursery School –

as all the gates are open between 8.30am and 8.50am to allow access and this area is supervised from:

- 8.45am to 8.50am for main school and
- 8.30am to 8.35am for Nursery.
- Parents have been informed of these arrangements and that supervision does not start until 8.45am for main school.

End of school day at Park Lane Road Primary and Nursery School –

as all the gates are open between 3.07pm and 3.25pm to allow access and this area is supervised from:

- 3.15pm to 3.25pm for main school and
- 3.30pm to 3.40pm for Nursery.

- Parents have been informed of these arrangements and that supervision does not start until 3.15pm for main school.

### **After school clubs –**

All security arrangements for during the school day will remain for after school clubs.

### **Hand over arrangements at the start and end of the school, day**

Our security arrangements for the handover at the start and end of the school day are as follows:

For main school children will enter and leave by their classroom door. This will be supervised by a member of staff.

For the Nursery, children will be received or handed directly to a parent/nominated person at the classroom door or the gate.

### **3.6 Cooperation with third parties, extended services, and community groups**

Our school security arrangements have considered any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the third parties or groups listed.

### **3.7 Supervision of contractors**

Contractors and maintenance personnel may not always have been DBS checked, and if so they should not have unsupervised access to children. They will therefore be controlled as follows – they will:

- complete the Control of Contractors signing in system (Hazard Register 5cs)
- be given school badges and be expected to wear them.
- only park where authorised to do so.
- only carry out work agreed at the start of the contract and at the times agreed.
- always be supervised by school staff.

At times when grounds staff are working on site, children will remain indoors until their work is complete, or areas will be segregated as required.

### **3.8 Lone Workers**

Our school has lone working risk assessment for staff where there is a security risk due to the need to work alone.

### **3.9 Physical security measures**

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils. Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

### **3.10 Locking arrangements.**

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below

At New Road Primary and Nursery School

The main gates are locked by 9.10am and by 3.25pm.

The main gate near Nursery will be opened by Nursery staff at 12.00pm for the drop off and collection of children and then locked.

At Park Lane Primary and Nursery School

The main gates are locked by 8.50am and 3.25pm

The Nursery gate is locked by 8.40am for the morning session, 11.40 for the lunchtime session and 3.40pm.

### **3.11 CCTV**

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout school informs people of this. (See CCTV Policy)

### **3.12 Cash Handling**

We avoid keeping cash on the premises wherever possible. Any cash held on the premises is kept in a locked safe. We do not handle cash in visible areas, and any money requiring banking is done at irregular times.

### **3.13 Valuable equipment**

All items above the value of £25 will be recorded in the school stock book. To be removed?

Items of valuable 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 also not be left where visible from outside.

The security risk assessment will consider the location and security arrangements for high value equipment, for example ICT equipment.

### **3.14 Personal Property**

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property. Lost property should be handed to the school office where it will be kept for 6 months before disposal.

### **3.15 Medicines**

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the school's medicine cabinet. The key is held by the nominated first aid officer for each school.

Arrangements for the administration of all medicines are detailed in the First Aid Policy.

## **4. Risk Assessment**

A security risk assessment will be kept under regular review. The findings will be used in the review of this security policy.

The risk assessment will consider:

- The location and layout of the school
- Past incidents related to security.
- The performance of other security measures already in place or that could be implemented. The cost of physical security improvements and the availability of funding.

## **5. Monitoring and Review**

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body. Serious breaches will be reported to the Local Authority via the health & safety incident reporting form.

Governors will monitor performance via the Headteachers termly report to governors and when visiting the school.