SCHOOL SECURITY POLICY

Last Review:	Nov 2026
Committee:	SLT
Date Ratified:	10.11.2026

1. Purpose

1.1 The school is committed to providing a safe, secure and welcoming environment for pupils, staff, visitors and contractors. Security arrangements aim to protect people, property, information and school operations whilst maintaining the school's ethos as an open and inclusive learning community.

The school recognises that effective security is everyone's responsibility and will take reasonable and proportionate measures to:

- Protect pupils, staff and visitors from harm.
- Safeguard school buildings, grounds and assets.
- Prevent unauthorised access.
- Support effective safeguarding practices.
- Ensure appropriate responses to security incidents.
- Minimise disruption to teaching and learning

2. Security Principles

The school will adopt a layered approach to security through:

- Physical security measures.
- Visitor and access controls.
- Safeguarding procedures.
- Staff awareness and training.
- Information and cyber security.
- Emergency planning and lockdown procedures.
- Partnership working with police and local agencies.

3. Content

3.1 The ultimate responsibility for school security rests with the Governors of the school. On a day-to-day basis the responsibility rests with the Headteacher assisted by the Business Manager. This policy details the arrangements for school security.

3.2 Governors have consideration for:-

- Identification of good practice in maintaining and improving security in and around the school, including effective ways of handling incidents
- Ways to involve parents and the local community
- An understanding of the role and effectiveness of current legislation
- Understanding that implementing more effective security in school raises a particular dilemma with regard to the philosophy and ethos of the school; the need to continue an 'open door' attitude, making the school a welcoming place, balanced against the need to ensure that students and staff can work comfortably in a secure environment.

3.3 This policy should be read in conjunction with the Safer Recruitment Policy, the Safeguarding Children and Child Protection Policy, the Lockdown Procedure and the Code of Conduct for Staff.

4. Procedures

4.1 Procedures are in place to ensure that risks are minimised and resources are used effectively. Appropriate training is kept under review and training arranged as necessary.

5. Specific Arrangements

5.1 There are many entrance and exit points to the buildings and the grounds and it is the school policy not to restrict access to bona fide personnel.

5.2 There are three school barriers two of which are closed 24 hours a day; the main entrance barrier is programmed to open before the start of and at the end of after school lettings and other specific school events such as Open Evenings. Only members of staff, governors, regular contractors and school lettings organisers have access to the security entrance numbers and/or the remote control which operates the barrier at Penn House.

5.3 To prevent unauthorised access to the main building, visitors who arrive via the Student Entrance on Kelston Road are directed to the Main Reception by means of a sign on the path. A sign directing all visitors to the main building is located at the main entrance to Penn House. The student entrance is time locked during lessons.

5.4 Once through the main doors, access to the main building of the school is controlled by a keypad door operating system. Only staff, trainee teachers and sixth form students are allowed to use this method of entry. To maintain the security afforded by this system it is imperative that users close the door after entering or leaving. Unexpected visitors are not allowed beyond the first reception area.

5.5 All members of staff (including volunteers), governors and trainee teachers are issued with an identification badge. This must be worn at all times when on the school site.

5.6 Visitors to the school are incorporated into the above arrangements. Visitors fall into **two** main categories:-

Visitors for whom we have all the necessary safeguarding information
Our electronic entry system has been pre-loaded with a list of visitors for whom all the necessary safeguarding checks have been carried out on and can be given unsupervised access to the site and a green lanyard to signify this status.

Visitors for whom we do not have safeguarding information
These include expected visitors who come to the school in response to an invitation from an individual member of staff and unexpected visitors who arrive without an appointment. Staff who have invited visitors should enter the appointment details in the administration calendar and invite administration to that appointment; this will enable reception staff to contact the correct individual and let them know when their visitor has arrived. If the visitor is not on our DBS checked list, they will be issued with a red lanyard and must be accompanied by all times. Individual staff are responsible for planning and organising their visitors' time in school and for looking after them whilst on site. Unexpected visitors will be dealt with appropriately at reception according to the circumstances but no visitor wil be allowed to enter the site without a lanyard and security badge.

Known Visitors who can be regarded as the School's Guests
Visitors who are guests of the school are often the responsibility of several members of staff in the course of their visit and a suitable programme is prepared for them in advance taking into account whether or not they need to be supervised.

5.7 Should visitors require a conducted tour of the school, arrangements can be made via the main office.

5.8 Any visit, which involves changes to the timetable of students or staff, must be arranged using the School Visit Procedures

5.9 For security reasons all visitors on arrival to the school receive a visitor's badge when they report to Main Reception, which includes clear emergency evacuation instructions. When leaving the school visitors should return the visitor's badge to Main Reception.

5.10 All visitors who park on the school site must provide their car details to main reception when they arrive. This capability is included in the electronic entry system and visitors are asked to leave their registration details.

5.11 **Security of staff at the start and end of the school day and during school holidays**
Staff are particularly vulnerable at these times. Staff must do everything they reasonably can to prevent any danger to their security. It is agreed policy to close and lock as many points of entry to buildings as possible, without imposing unrealistic restrictions on staff like cleaners who have to use the buildings.

5.12 **Security of staff working in school outside normal school hours**
Staff should do their best to protect the buildings and property of the school but they should never jeopardise their personal safety to do so. They should not attempt to tackle fires, intruders or potential unsafe situations unless they are fully happy to do so and are supported by another adult.

5.13 **Security of students at the end of school**

Especially in hours of darkness, students are advised to approach and leave the school in groups and use routes that are well lit. Those waiting to be picked up from an after-school activity, particularly in winter months, should wait by main reception.

5.14 **Security of buildings and property during the hours when the school is open**

It is important that all members of the school community take active measures to preserve the security of all buildings and property in the school. Effective measures should be taken at all times to perform this and to remind others (students and staff) of their obligations.

Many of the school buildings will be unlocked during the school day as this is seen as a basic requirement of the ethos of open access to the school. This should not mean that they are an open invitation to misuse. Vigilance is required by all.

Issues of personal safety are addressed with students in assemblies, tutorial time and in PSHE.

Where possible valuable portable equipment (school or personal property) should be locked away. All computers are marked with Smart Water organised by the ICT Technicians. Smart Water security is also present in other areas of the school

5.15 **Security of buildings and property during the hours when the school is not open**

The school has fire and security alarms located throughout the school buildings that are linked to an alarm call centre. All school buildings are securely locked and all alarms set when the school is not open. There should be no reason for any person to be on site at this time. All automatic barriers are closed.

If a member of staff is on site, or a letting is taking place, or an authorised contractor is on site, the barrier is still closed but part or all of the alarms may not be set. Any member of staff on site should assume responsibility for the security of the area where they are and should endeavour not to allow unauthorised visitors on site.

It is important that all members of the school community take active measures to preserve the security of all buildings and property in the school when it is not open. Effective measures should be taken at all times to perform this and to remind others (students and staff) of their obligations. Staff should make sure where possible valuable items of equipment are either locked away or placed in a safe place away from doors, windows and other accessible areas. Windows should be closed and at the end of the school before staff leave the building, blinds should be pulled down in ICT rooms. The caretaking staff should check this has happened but not have the responsibility of closing all windows and blinds.

5.16 **The bridle path and open access to the school grounds**

Members of the public have the right to use the bridle path but not to go into the school grounds. Anyone trespassing should be challenged politely and deterred.

5.17 **Outside lettings of school premises**

These provide valuable income for the school. They should not, however, restrict the normal activities of the school. As part of their contract with the school, those responsible for the hiring are also responsible for the security of that part of the school whilst they are there.

5.18 **Disclosure Baring Service (DBS)/Criminal Records Bureau (CRB)**

All teaching and support staff and any volunteers working unsupervised with students at the school are DBS checked. Any member of staff or volunteer who has unsupervised contact with students will not be allowed to work unsupervised until the DBS check has been completed. All governors are also DBS checked.

5.19 **Outside Contractors**

The school will ensure that all outside contractors follow the guidelines already noted in this policy. In addition, the school will ensure outside contractors endeavour to carry out their work outside of normal school hours. In normal school hours contractors should not be left alone or without supervision where contact with students may take place, the exception to this is if the contractor can provide written evidence to the school of employees being DBS checked.

5.20 **Suspicious Incidents**

Should any member of staff become aware of a member of the public on site or be informed of an incident involving an unknown individual or individuals acting suspiciously in the vicinity of the school please follow the following guidance.

Staff should consider any unknown member of the public who is loitering in the vicinity of the school as potentially suspicious and follow the guidance provided.

If the member of the public is on site members of staff should ask to see their visitors pass or direct them to the school reception; if possible the member of staff should take them in person. If the member of staff has any concerns regarding this visitor, they should contact the school office and request the 'on call' member of staff. During lunch they should contact the office who will in turn contact a senior member of staff.

If staff are informed of an individual or individuals acting suspiciously, they should contact the school office who will in turn contact a senior member of staff. They should not approach the individual/s but should make sure that all students are guided away from this area. Members of staff will not contact the police, this decision will be taken by the senior member of staff attending and will be done by the school office.

If staff are informed of a suspicious individual in the vicinity of the school by students they should ask the students to complete a green incident sheet and then pass all information to the school office. This in turn will be passed to a senior member of staff who will inform the Headteacher.

If the Local Authority (LA) or the police contact the school giving warning that a suspicious individual or individuals have been seen in the vicinity of the school or in the locality this is directed to the Headteacher. In the case of more serious information being given to the school the decision to inform students will be taken by the Headteacher.

All suspicious incidents, having been reported to a senior member of staff, should be put into writing by the member of staff involved as soon as possible, but as a minimum on the day the incident is reported, and given to the Headteacher who will decide if the LA and police and/or other local schools should be informed. A copy of the reports will be kept centrally by the Headteacher.

5.21 **Dogs on Site**

No dogs, except guide dogs and school dogs, are allowed on site.

6. Cyber security

6.1 The school recognises that cyber incidents can significantly impact safeguarding, teaching and operational effectiveness.

The school will:

- Maintain secure passwords and access controls.
- Ensure staff receive cyber security awareness training.
- Maintain secure backups of critical data.
- Report cyber incidents immediately to ICT support.
- Follow data protection and breach notification procedures where appropriate.

7. Safeguarding considerations

7.1 Security decisions will always take account of safeguarding responsibilities and the needs of:

- Children with SEND.
- Pupils with medical needs.
- Looked After Children.
- Children subject to safeguarding plans.
- Visitors requiring reasonable adjustments.

8. Monitoring and Review

8.1 The Business Manager has overall responsibility for security liaising closely with the Headteacher who has responsibility for Health and Safety.

8.2 As a matter of course every member of staff should take responsibility for personal and on-site security and should feel able to make suggestions to enhance security.