



The Anthony Curton and Tilney All Saints Primary Schools' Partnership

SECURITY & SAFETY POLICY

Our School Vision

To provide a safe, nurturing environment, where everyone can blossom, being the best version of themselves whilst inspiring and increasing courage, individuality and confidence and motivating all to reach their full potential. Everyone is empowered to make good choices through the spirit of God and the fruits offered.

Galatians 5:22-23 "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law,"



Approved	Spring 2026
Review Due	Spring 2029

1. Security

Entry into the building

We aim to know who is in our buildings and grounds at all times and know the purpose of the visit.

Signs direct visitors to the main entrance – the only way into our schools. During lesson times, the schools are protected by a video controlled entry system at Tilney All Saints and Double Door at Anthony Curton. The door catches are kept down during lesson times. Any visitors must report to the office, sign in, and will be given a badge by the secretary. All other doors only open from the inside.

- Any temporary open access (e.g., using space outside the classroom for curriculum needs) is supervised by an adult.
- Outside gates and sheds are kept locked.
- Outside lighting is maintained.

Security Alert

- Appropriate action is taken in the event of any breach of security.
- Points of contact have been made available to the named key holders should there be an out of hours security issue. Safe procedures are in place for entry into the building e.g., if the alarm is activated.
- Any defects in the buildings and grounds which could affect security are dealt with as soon as possible.

Equipment

All equipment of any value is security marked and labelled as so.

2. Supervision of Pupils

Morning Routine

The playgrounds in both schools are unsupervised. Parents are expected to ensure their own children behave safely and sensibly if they are remaining in the playground with them.

Early Birds Club – Anthony Curton site.

Parents are not to leave their children to enter the Early Birds club un- accompanied. Children are supervised from 7.30am.

Play times

No child will be sent out to play without the supervision of an adult. Adults on duty will check that grounds maintenance staff are not causing the children to be unsafe in any way. Staff ensure that the playground is safe to use in winter weather. Salt will be used to melt the ice on school grounds.”

Class times

Class teachers’ responsibilities are listed in job descriptions.

3. P.E.

Teachers using the indoor climbing frame need to be sure it is bolted to the floor. All apparatus must be checked before children use it.

Children are to wear appropriate clothing.

Children may do PE barefoot in the hall.

PE apparatus is to be checked annually.

4. Moving Equipment

Children need to be trained to move and carry PE equipment and classroom / hall furniture safely.

Children are always under the supervision of an adult.

Children should not move heavy equipment that is not fixed and secure (e.g., TV, computer trolleys).

5. Tools

All woodworking tools are kept in the locked stock cupboard.

Sharp craft knives can be used by older children, under close supervision. Cutting boards and steel rules must be used.

6. Smoke Alarms

Smoke alarms are installed in all required locations and are subject to monthly checks.

7. Ladders

Ladders for staff use are kept in the locked stock cupboard and senior cleaners cupboard in both schools. Staff to complete a visual safety check of ladders before each use.

8. Provision of First Aid.

First Aid equipment is in the mobile and staff toilets at Tilney All Saints, and the Staff Room at Anthony Curton. First Aid boxes will contain only standard first aid requisites and the contents are checked regularly by a designated first aider.

9. Emergency Procedures, Illness or Accident

The procedures are:

- First Aid given as far as knowledge and skill permits.
- Consult First Aider and the Executive Headteacher/Deputy Head teacher if necessary.
- Contact Parent(s)
- If transport to hospital is necessary, cars should be covered by appropriate insurance.
- A teacher or Welfare Assistant will accompany a child to hospital if the parent cannot be contacted.
- Injuries and accidents need to be recorded: the system will send an email to parents.
- General bumps and grazes are recorded as follows:
All head injuries (even minor) and all other more serious injuries are also reported to parents via phone call.

Accidents to employees must be recorded on Smartlog, kept in each main office.

10. Emergency Exit Procedures

It is the duty of all members of staff to be familiar with and to carry out the procedures set out in our Emergency Exit Procedures. See Appendix 2.

An "Emergency Exit" practice is held every term at varying times of day.

Emergency Exit procedures notices are displayed in all rooms.

Fire Extinguishers are serviced every year.

Fire Officers are invited to visit us to check our procedures and to support children's learning about fire safety measures. Staff have had fire awareness training.

The Fire Alarm is subject to a weekly check by the cleaners and quarterly by Alarm Service Engineers.

All visitors are informed of emergency exit procedures.

11. Visits Out

See Educational Visits Policy

12. General Care of the Buildings

Electrical inspections of portable appliances (PAT) are carried out annually. Records are kept in the school offices. Users should make a visual check before equipment is used. Faulty electrical equipment is to be taken out of service immediately and reported to the Executive Headteacher for repair, replacement and testing.

Everyone needs to help to keep the classrooms, corridors and hall tidy and orderly.

Children need to be trained to keep the schools safe e.g., tuck chairs in, hang up

coats, put bags on or under benches in the boxes provided, carry and use scissors safely.

The corridor floor needs to be free from bags, coats, toys etc.

Classrooms need to be well ventilated. The temperature should be a minimum of 16 degrees. We aim for a comfortable temperature of between 18 and 24 degrees.

13. No Smoking

There is “No Smoking” or vaping in our schools’ buildings and grounds.

14. Safe Working Practices/ Control Measures

Chemicals for cleaning are kept in the caretakers locked cupboard and will be kept locked away when children are in the building.

Wet floors are a common hazard. The most appropriate person at the time will be designated “to mop up”.

Outside contractors need to be approved. They assume responsibility for their own working practices, but any school person seeing unsafe practices should report them to the Executive Headteacher.

Outside workmen should use only their own equipment. When possible contact work takes place outside normal school hours.

The secretary needs to be offered wrist supports, if required, and also eye tests and glasses, if there is a specific need for them for using the VDU.

REVIEW AND INFORMATION TO PUPILS AND STAFF

The Executive Headteacher is responsible for ensuring that everyone is familiar with these agreed arrangements.

Parents will get an annual reminder of the medicines policy.

All visitors have fire and security procedures pointed out to them.

It is the responsibility of everyone to make sure these arrangements work. Any adult in school noticing a failure to comply with them should report the circumstances to the Executive Headteacher.

If any enforcement officer, advisory inspection team member visits either school and suggests an activity is unsafe the activities specified should stop immediately. Any concerns that cannot be addressed within school should be taken up with the appropriate person at DEMAT.

See also separate

Safeguarding & Child Protection Policy
Educational Visits Policy
Emergency School Closure Policy
Health and Safety Policy
Administrations of Medicines Policy