



# Guyhirn Church of England Primary School & Pre-school

*Member of the Diocese of Ely Multi Academy Trust*

This policy was ratified in	July 2017, May 2021
Reviewed in:	September 2018, 2019, May 2021, June 2022, 2023, 2024, Dec 2025
Will be reviewed in:	December 2026

## Site Security Policy

### Our Vision

**Agape – To live, to learn, to love together**

Through our Christian values we aim to inspire all of our school community to show equality and tolerance to all in a safe, challenging environment.

Developing resilient, aspirational and compassionate individuals who are enthused by all faiths and lifestyles showing faith and belief in one another.

*“Live in agreement with one another. Do not be proud but ready to mix with everyone. Do not think yourself better than others.” - Romans 12:16*

*“An intelligent heart acquires knowledge, and the ear of the wise seeks it out.” - Proverbs 18:15*

*“Love the Lord your God, and love your neighbour as yourselves.” - Matthew 22:37*

### Our Values

We are a small, family centered Church of England Primary School that is committed to promoting our Christian values of Thankfulness, Compassion, Creativity, Peace, Hope, Endurance, Forgiveness, Tolerance, Kindness, Respect, Trust and Friendship each linked with the core value of Love.

We are determined to create an inclusive culture of learning where everyone will be challenged in their thinking, to succeed to the best of their abilities and strive to become lifelong learners.

We will empower our children to become respected citizens to enable them to make valuable contributions locally, globally and to contribute to our world's sustainable future.

## **1. Policy Overview**

- 1.1. At Guyhirn C of E Primary School & Pre-School, we strive to create and maintain a secure and safe environment for all children and adults in school. Parents/carers need to be confident that procedures are in place to provide this environment.
- 1.2. This policy will help to ensure children and staff feel that their working environment is a safe place in which to work with the ability to ensure that in addition, visitors also continue to feel welcomed.

## **2. Our aims are:**

- 2.1. To help make the children and all those who work in the school feel safe and secure.
- 2.2. To focus strongly on personal awareness and responsibility.
- 2.3. To meet the latest recommendations of the DFE and DEMAT guidelines.
- 2.4. To identify and minimise risk as far as is practical and sensible.
- 2.5. To control access to and movement within the school and its grounds by people and vehicles.
- 2.6. To respond effectively and in good time to identified security issues.
- 2.7. To review our policy on an annual basis or more often if events dictate.

## **3. Policy Extent**

- 3.1. Site access, general building security, movement around and outside of the school.
- 3.2. Visitors, contractors, helpers or other persons involved with the children.
- 3.3. Identify threats to the safety and well-being of the school community from those with criminal intent.
- 3.4. Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
- 3.5. Offensive weapons.
- 3.6. Computer data security.

## **4. Roles and Responsibilities**

### **4.1. All staff should:**

- Support the Head teacher in implementing this policy.

- Report any shortcomings to the Senior Leadership Team.

#### **4.2. Head teacher**

The Head teacher shall:

- Implement the security policy and any action plan approved by the Governors.
- Ensure staff members have a clear understanding of their responsibilities.
- Take day to day operational decisions.
- Consider risk situations (e.g., home visits, lone working) and ensure relevant risk assessments have been completed.
- Consult with local professionals as appropriate (e.g., police, road safety workers, Health & Safety Advisers etc.).
- Provide appropriate information to pupils, parents and visitors.
- Monitor and review security measures.
- Review the policy and update the governing body as needed.

#### **4.3. Local Governing Body**

The governing body shall:

- Review and approve the security policy and any action plan for the school.
- Ensure arrangements exist for measures to be monitored and reviewed.
- Determine expenditure priorities.

#### **4.4. Pupils, Parents, Community Users and Visitors**

Pupils, parents, community users and visitors will be:

- Expected to respect the measures taken by the school to improve and ensure security.
- Encouraged to report ideas and problems to the staff or Governors.

### **5. Physical Measures – Access to School Building and Internal Areas**

- 5.1. The main school building has 8 direct access doors utilised for ingress and egress with an additional controlled access from within the lobby to the main school area.
- 5.2. All entrance ways have provision to be securely locked when building is not occupied
- 5.3. All doorways are covered by an intruder alarm system which will remain activated at all times that the school is unoccupied
- 5.4. Access for all visitors is maintained via main entrance into reception lobby and is monitored by office staff
- 5.5. The main entrance door into the internal school area is controlled by an electronic mag-lock security system controlled in the first instance by a door release button located within the office area.
- 5.6. Ingress/egress via main entrance can be activated by individual staff members via a personal key fob activation device provided to all key staff for swiped access.

5.7. Security doors cannot be opened by visitors or pupils unless in an emergency situation where the fire alarm is activated and doors automatically unlock or where in a situation of a localised power failure whereby security doors will release.

5.8. In a situation of power failure office staff or other allocated staff member will manage the security of the main entrance until power can be restored.

## **6. Physical Measures – Pedestrian and Vehicular Access to School Site**

6.1. Guyhirn C of E Primary is on a single site.

6.2. The main front entrance from the road has a pedestrian gate and vehicle gate with access to the car park to the reception.

6.3. The school uses the following physical security measures:

6.3.1. Access on to the school site is restricted to a main pedestrian gate and a pair of vehicular gates.

6.3.2. An additional gating system is sited to restrict personnel and vehicular access to rear of the school/playground area which remains locked outside of normal pupil arrival and departure times.

6.3.3. Access to school site remains operable for both visitor pedestrian access and vehicular access throughout the day. Emergency vehicular access must be maintained at all times that the school is operational and/or occupied.

6.3.4. Vehicular access is restricted to specific personnel and security of parking on the school site is entirely at the risk of the person(s) utilising the facility.

6.3.5. The school does not accept responsibility for the security of any vehicle nor the contents within.

6.3.6. Access for any other vehicle shall be denied except for the access for deliveries to school. No access is permitted for parents parking at all.

6.3.7. Movement of any vehicles, including access or egress shall not be permitted should the area of the car park be occupied or be utilised by any children.

6.3.8. The school management team reserve the right to restrict vehicular access further at any time.

6.3.9. All visitors are required to sign in and out with reception. A leaflet for visitors and contractors covering safeguarding is provided.

6.3.10. All contractors, maintenance teams and building support personnel must, on arrival and upon request, provide adequate and concise “RAMS” (Risk Assessments and Method Statements) which would clearly indicate a proficiency and capability to complete the works for which they are attending. All contractors will utilise the signing in/out processes in place as for all other visitors.

6.3.11. All staff wear identity lanyards/badges/labels to clearly identify their name and position within the school.

6.3.12. Lanyards/badges/labels are provided to all visitors and helpers when they have signed in at reception. This clearly identifies them to demonstrate their role on site.

6.3.13. No member of staff should admit an unknown person unless proof of identity has been obtained and all relevant safeguarding checks have been made where appropriate.

6.3.14. All door and window locks are inspected regularly.

## **7. Security of the Building**

7.1. An effective intruder alarm is in operation. This is always set when the school is not in use.

7.2. Security lights are on whilst the premises are occupied after dark.

7.3. The school building has a large flat roof construction area with a variety of windows. Intrusion via these windows is managed by an internal PIR alarm system.

7.4. It is the responsibility of the class teacher to make sure their classroom is secure, windows closed and equipment switched off before leaving the premises.

7.5. The cleaner, member of senior management or designated person will do a final check of the building before locking up to ensure this has been done.

## **8. Alarm Call-Outs**

8.1. If a key holder is contacted as a result of the intruder alarm being activated, they will not put themselves in danger. If they suspect there is a “Person Present”, they should request the support of the police and they will wait until the police arrive. If necessary, additional key holders or trusted personnel should be contacted for support.

## **9. Car Parking and Vehicle Movement**

9.1. As the school has separate pedestrian entrances, cars dropping off and collecting children are not allowed to enter or leave the staff car park at any time. Parking is provided for teaching staff and there is limited parking for official school visitors.

9.2. Vehicles will not be provided access, nor will any vehicles already present be allowed to move during times of arrival or departure of children or at any time when children may well be present.

## **10. People Management**

10.1. The school acknowledges the concerns of all parents regarding the welfare of their children and it's duty of care to ensure the safety of all children on site. Critical to this is the selection, monitoring and control of all adults who come into contact with the children, and the Governing Body and the teaching staff take this aspect of the management of the school extremely seriously. The following rules apply to all individuals who come into contact with children and follow the HSE guidance.

10.1.1. All staff are fully vetted before joining the school team. This includes the taking up of references and enhanced checks with the Disclosure Barring Service (DBS) on criminal records for any offence. In the case of teaching staff, a prohibition of teaching check is also made. In addition, references from previous employment will always be secured prior to engagement.

10.1.2. Before joining the governing body, governors are interviewed by the Head teacher and the Chair of Governors. An enhanced DBS check is also made.

10.1.3. All parent helpers are supervised during all contact with children and are not permitted to interact with children in isolation. Parent helpers are only requested to assist in group situations when working with the children.

10.1.4. A single central register will be maintained by the Office Coordinator.

10.1.5. Visitors at the school are obliged to wear lanyards/badges/labels provided by the school which will be given out at reception after ID and relevant safeguarding checks have been made.

10.1.6. Identification lanyards provided by the school must be worn at all times and will always take precedence over any identifying items already worn by visitors. In such cases, both identifying devices may be worn.

10.1.7. Children are instructed what to do when they encounter an unidentified stranger.

## **11. Cleaner/Caretaker**

11.1. It is the responsibility of the Cleaner/caretaker to check daily that:

- All locks, catches, turnkeys and bolts are in working order.
- The security system is working properly.
- Before leaving the premises, all lights are turned off. All windows are closed. All external doors are locked and the security alarm is set.
- All cabinets, cupboards and secure areas related to COSHH items are secure and locked

- On leaving the site ensure all gates are locked.
- In the possible absence of any cleaner/caretaker, this role becomes delegated to the head teacher.

## **12. Head teacher**

- 12.1. It is the responsibility of the Head teacher to ensure the above is done in the absence of the cleaner.
- 12.2. In addition, the Head teacher or in their absence, a member of the Senior Leadership Team is responsible for the security of the premises during the school day and all duties in regards aspects of security and locking up post working day.

## **13. Lone Working**

- 13.1. Ideally, staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. Indeed, staff should carefully consider if they really need to be on site at all outside of reasonable hours as it is important to preserve a 'work-life balance' and must seek the permission of the Headteacher.
- 13.2. The headteacher must ensure that any member permitted to work alone on school property fully understands the procedures for closing and locking the school and that on vacating the premises communication is made to a member of senior management to confirm that the school is locked and alarms have been set.
- 13.3. Any member of teaching or admin staff wishing to work outside of normal school hours should try and ensure that at least one other colleague is also on site- ideally within hailing distance or with both parties having mobile phones with each other's numbers.
- 13.4. If a member of staff arrives at school outside of normal working hours and a colleague is already in the building, they should make them aware that they are on site. If a member of staff is about to leave the building, and just one or two other colleagues are remaining on site, they should let them know they are going.
- 13.5. However, if a member of staff is permitted to work alone on site, they should take these precautions:
  - Ensure someone knows where you are and when you intend to leave the school, establishing your own checking in and out system with family, friends or work colleagues.
  - Do not work at heights.
  - Do not go into lofts or any other space in which you might become trapped.
  - Do not do any tasks involving hazardous tools or materials.
  - Lock the doors and close the windows to prevent intruders.
  - Know the location of the nearest first aid kit.
  - Carry a mobile phone, ensuring your network has good reception in school.
  - If you arrive at school and find any sign of intruders or vandals do not challenge them. Instead call the police.

- If you become aware of intruders or vandals, do not challenge them. Instead call the police.
- Do not work alone if you have a medical condition that might cause you to become incapacitated or unconscious.
- When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

## **14. Pupil Supervision- Arrivals**

14.1 Responsibility for children arriving at school is not assumed until 08:25 each morning. Parents are responsible for their children whilst on school premises before that time. Children arriving on recognised school transport service vehicles remain under the duty of care of supervisory transport staff until 08:25 or until a member of school staff is present. Exceptions to this would be in effect should children be attending out of school clubs or supervised activities or have permission to be in school before this time.

14.2. Gates to access the playground areas shall be closed and locked by 09:00 prior to staff checking that no unauthorised personnel remain within the school or playground areas.

14.3. Access to the school for visitors and children arriving late shall be made only via the school office.

## **15. Supervision on School Grounds**

15.1. During the school day all children are supervised when in the playground or on the field. This is by teachers and support staff at morning break and by midday supervisors at lunchtime.

15.2. There will always be a member of staff out with a class during games or outdoor PE.

15.3. During periods of access by parents/carers at both arrival and departure times, staff must always remain vigilant. Staff should refrain from congregating together and will maintain a visible presence within the area. Staff should remain accessible and available.

15.4. At playtime and lunchtime, staff should always be vigilant and should wander around their designated areas not stand talking together.

## **16. Leaving School at the End of the Day**

16.1. The additional vehicular gate access to the playground area is opened at 14:50.

- 16.2. Post 14:50, parents are permitted to wait in the playground.
- 16.3. All EYFS KS1 children are handed over to the known adult collecting them.
- 16.4. Key Stage 2 children are allowed to leave the classroom as and when appropriate, upon recognition by the staff member of the parent/carer collecting.
- 16.5. No child shall be permitted to leave or be collected by an unrecognised or unexpected adult presenting without prior arrangement.
- 16.6. Children are:
  - not allowed to walk home by themselves unless individual arrangements have been made and are known to school by completing the permission slip in the Policy for Children Travelling from School to Home.
  - collected by a known adult. School should be informed of any change to this arrangement.
- 16.7. If by 15.15hrs, the adult who should be collecting a child has not arrived, the child should be taken to the school office, where a member of office staff will telephone to see what the delay might be. The child will remain in the area outside the school office until an adult arrives to collect them. Parents must inform the school either in writing or by informing the teacher in the morning in person, if they wish their child to be collected by another person.

## **17. Leaving School during the Day**

- 17.1. No child is allowed out of school during the day for an external arranged appointment unless a known adult arrives to collect them from the school office. Parents/carers in all instances must arrange such appointments directly with either a member of the teaching staff or office personnel.
- 17.2. The departure and return of the pupil are logged by office staff.

## **18. Trespass and Nuisance**

- 18.1. Guyhirn C of E Primary school & Pre-School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.
  - 18.1.1. In the first instance, members of the Senior Leadership Team should consider the level of risk and may approach an unauthorised member of the public. If pupils are outside, it may be necessary for the containment procedure to be followed.
  - 18.1.2. However, in any case where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, verbal abuse of pupils or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the school will always refer to the police.

18.1.3. If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Head teacher/Assistant Head might revoke the parent's permission to be on the premises by taking the following action.

- The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises.
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter from the Governing Body, confirming the parent's permission to visit the school has been revoked for a fixed period will be issued.

18.1.4. Formal notification is important, as their human rights are being affected. The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

## **19. Serious Incidents or Threats**

19.1. In the event of any serious incident staff should:

- Stay calm
- Minimise the risk to yourself, the children or others.
- Seek help as soon as possible.

19.2. The general policy is:

- The welfare, security and protection of the children, staff and visitors will take precedence over any other action required to contain the situation.
- The Head teacher or other senior member of staff must be informed. This person will then decide what action to take, which may involve contacting parents or the police.

19.3. After any such event, a detailed report will be prepared for presentation to the governing body. If required an emergency meeting will be held by the governing body to review, make recommendations and take appropriate action. DEMAT and other statutory bodies such as the Police will be informed and consulted as required

## **20. Invacuation Procedure**

If there is a need to evacuate the children from the playground/field due to a potential threat, the following action will be undertaken:

20.1. The teacher on duty should use their whistle to make 3 short blows or shout "Back to Base" if no whistle is available. Staff on duty should then move the children away from the possible threat.

20.2. The Head teacher should be informed as soon as possible.

20.3. The children should then be sent inside through the safest route possible. Playground staff should then ensure all doors are locked behind them as they enter school.

- 20.4. Staff must ensure that children are sited in a sheltered area away from external windows and other exposed areas.
- 20.5. Upon receiving communication from the Head teacher or Assistant Head, it is the responsibility of all staff to take action. Without putting themselves in danger, all staff should support the staff on the playground duty collecting children and ensuring that all children head to their classrooms.
- 20.6. All external classroom doors must be locked or wedged shut and windows closed.
- 20.7. If a class has internal blinds, these should be closed.
- 20.8. Office staff will alert all senior staff who will conduct an emergency risk assessment as to the danger of approaching the person or the degree/nature of the threat.
- 20.9. The relevant emergency services will be called by the office staff or any other staff member requested and or available.
- 20.10. At no time should the children be allowed to leave their classroom without an adult being present.
- 20.11. Once all the children are safely in and where necessary the emergency services requested to support, the Head teacher will notify the Chair of Governors and DEMAT.
- 20.12. Parents will be informed in a sensible and supportive manner, by whichever means is deemed appropriate by the head teacher. Information provided to parents shall be delivered in a timely manner to avoid any potential scaremongering or misinterpretation of events in discussion by parents and community members over social media platforms.

## **21. Suspicious Incidents**

- 21.1. Any incidents which cause suspicion in or around the school site e.g., an unknown person loitering near the gates, must be reported to the Head teacher or a member of the Senior Leadership team immediately, who will then deal with the situation accordingly. The incident must be recorded in the log book held by the Head teacher.

## **22. Offensive Weapons**

- 22.1. The Head teacher has discretion to determine what an offensive weapon is or what may cause harm if worn or brought to school, and to ban it. Any appeal against the Head teacher's decision will be considered by the Governing Body.

## **23. Theft and Burglary**

23.1. Schools are not immune from burglary or from theft of belongings, monies and personal items of pupils and the school takes an active stance on this by:

- Security marking items of high value
- Banking all monies on a weekly basis so large sums are not left on the school premises and are put in the school safe.
- Valuables left on school premises are stored in a safe place
- Actively encouraging personal security awareness. Pupils and staff are discouraged from bringing in items of value.
- If mobile phones or such devices should be found in the possession of a pupil, they must be handed in to the school office in the morning and will be stored in a locked drawer to be returned at the end of the day. Generally pupils are not permitted to bring such devices into school, however upon request by parents they can be kept in the school office.

23.2. Any incident of theft is investigated. However, the school does not accept any responsibility for personal items brought in to school by pupils, staff or visitors.

## **24. Curriculum Activities**

24.1. Children will be made aware of security issues at the appropriate level through a series of school-based activities. They will be:

- Encouraged to be security conscious e.g., never open external doors to adults other than staff.
- Encouraged not to approach any adult they don't know but to tell a safe adult.
- Taught how to take care of themselves and others.

24.2. All the above issues are covered in the Personal Social and Health Education (PSHE) curriculum guidelines.

24.3. The school takes advantage of any opportunity to heighten children's awareness. Children will be listened to and their fears and concerns respected.

## **25. Security of Equipment**

25.1. All items of equipment in the school are the property of the school and as such must always be kept well maintained and secure. All items valued over £300 will be security marked.

25.2. The office is responsible for keeping a record of all laptops, computer tablets, fobs and keys issued to staff and must ensure these items are returned when staff leave employment. All equipment of significant value (over £300 ) is recorded on an inventory.

## **26. Computer Data Security**

- 26.1. All data held and contained within our computer systems is controlled under GDPR regulations and monitored by the responsible person – Data Control Officer as licenced by the ICO The Information Commissioners Office registration number ZA087951
- 26.2. The registered data controller is – The Diocese of Ely Multi Academy Trust
- 26.3. It is important that computer data used in administration is secured, as far is practical and reasonable from accidental or malicious damage or loss.

To this end:

- Computers used in the school will be equipped with up-to-date anti-virus software.
- Security software is installed on all computers containing personal data.
- Only authorised users are allowed access to the computer files, and password changes are regularly undertaken.
- Computer files are backed up daily and the backup storage devices are stored in the fireproof school safe in addition to the ICT Support Service back up provision.
- The school makes every child aware by our e-safety policy and user agreement about our ‘Rules for responsible Internet Use’

This policy was reviewed at the Policy Review Meeting on 8<sup>th</sup> June 2022 and ratified by the LGB. No changes July 2023. Ratified by the LGB on 24.09.2024, Ratified by LGB on 16.12.25 no changes made.