



HOLYCROSS
CHURCH OF ENGLAND
PRIMARY SCHOOL

POLICY NAME:	Site Security Policy
DATE AGREED:	August 2025
REVIEW DATE:	August 2028

Introduction

It is our aim at Holy Cross Church of England Primary School to ensure that all children, staff and visitors are safe and secure whilst on our premises.

School security is of paramount importance and is the responsibility of all staff in conjunction with the Head Teacher and the Trust.

The safety of children is of the first importance and outweighs inconvenience to staff, families and visitors caused by security measures.

School Security

This will encompass:

- Intruders
- Theft/ loss
- Arson
- Vandalism
- Violence to children and staff
- Personal safety

We aim to take a preventative approach.

It is important to recognise that complacency can result in injury or distress to individuals, and can also cost the school money. A well-managed and maintained school will convey a sense of security to all stakeholders and visitors.

Roles and Responsibilities

The Trust has responsibility for the school security policy whilst the Head Teacher is responsible for the day-to-day management of security in the school. However, all staff are expected to adhere to the policy and to be aware of the need to report risks to the Head Teacher. The staff and Head Teacher has responsibility for securing the premises and for cooperating in implementing this policy. Any concerns regarding school security will be reported to parents through the school newsletter where appropriate.

Security Measures and Procedure

Access to the school is controlled by a buzzer system on the main gate, and then there is a double door entry system to gain access to the main building. The front entrance door code will be changed if any unauthorised person becomes aware of it. Additional entrances are controlled by staff.

All teachers are responsible for their own classrooms during the start and end of the school day and must ensure external doors are secured as appropriate throughout the day. Staff are responsible for ensuring doors and windows are shut and locked when they leave the school building. The Premises Officer regularly surveys the school site to ensure the boundaries are safe, and ensure any maintenance needed is scheduled.

Staff and Visitor Access

- All visitors must enter through the main reception area.
- Visitors sign in; receive a visitor's badge and safeguarding instructions, visitors are accompanied on site.
- Contractors report to the Head Teacher or Premises Officer, or to the School Office to sign in before starting or continuing work.
- Contractor asbestos sign in sheet to be used.
- All teachers/ office staff have keys to the building.
- The intruder alarm system number will be restricted to key holders.

Entry to the school in the morning

All children come in to the school through the main gate, it is open from 8am for children attending Breakfast club, the Daily Mile or booster sessions. Children can then come to school from 8.40am, a member of staff is on duty from this time. Children can go straight into school. The gate closes at 8.55am. Any child arriving late should use the buzzer to alert the office and the gate will be opened for them.

Leaving school during the day

If parents wish to take their child out of school during the school day, they should report to the office, via the school gate. A request to take a child out of school should normally be made in advance in writing or by message given to a member of staff. A log is kept of children leaving school during the day.

Supervision of the school grounds

Children are always supervised when outside, this supervision is led by either Teachers, Teaching Assistants or Midday Supervisors.

Leaving school at the end of the day

All children depart their classrooms on to the playgrounds, when a member of staff has seen their parent from the external doors. Children are only given to a person with parental responsibility or where permission has been given for their child to be collected by someone else. If a child is collected by taxi, the taxi driver collects them from their classroom door. If the taxi driver is unknown, identification needs to be shown.

Trespass

The school is not a public place to which any member of the public is entitled to access. Any person entering without permission is a trespasser; trespassers are asked to leave. If children are outside the staff member should immediately take the children inside following the evacuation procedure.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Head Teacher may revoke the parent's permission to be on the premises.

Contractors in School

When contractors are working in school, the following precautions should be taken:

The Premises Officer or Headteacher should agree a convenient time for the work to be completed, where possible outside of the school day. School staff should be made aware that the work is taking place and the H&S issues. The Premises Officer or Headteacher should regularly check the work that is being carried out.

Contractors should report to the office on arrival, agreeing to the contractor processes, and before leaving. When on school site, badges identifying the company they work for should be worn at all times. Contractors should have sent their public liability insurance to the office prior to attending site.

Offensive Weapons and Confiscation of Weapons

It is a criminal offence to carry an offensive weapon or knife on the school site. If it is judged that the circumstances are innocent, the matter is dealt with through disciplinary procedures. If there is doubt the police should be called and they will assess the seriousness of the incident. Staff are under no obligation to search a pupil whom they suspect is carrying an offensive weapon. When the person suspected of carrying an offensive weapon is not a pupil of the school, or an incident occurs off the school premises, the police should be called. The Headteacher will take possession of a knife or weapon that has been brought into school. The item is locked away and is either:

- Arrange for the parent/ care to take the weapon away, if the circumstances deem this to be a reasonable course of action. When weapons are returned to parents, a record should be kept.
- Arrange to surrender the weapon to the police without delay.

Bomb Threats

Any warning of such threat should be treated seriously, with the safety of the pupils and staff being paramount. Staff should be vigilant at all times and report anything suspicious.

Incendiary devices are generally designed to ignite after a pre-determined time. Staff should follow the evacuation/ in-evacuation procedures. They must not handle a suspected device and the police should be called immediately.

If staff receive a suspicious package, which could contain an explosive device, they should put it down very gently and walk away. The package should not be immersed in water, nor have anything placed on top of it. Staff should evacuate the immediate area, raise the alarm and the police contacted.

Fire Detection and Communication

- Fire Detection is in place and a fire procedure is followed if the fire brigade is needed to attend.
- The intruder alarm is set at all times when the school is closed.

School Inventory, Personal Belongings and Cash

- The school server is supported offsite.

- Cash handling procedures are in place and a safe is used for storing small amounts of cash only.

Incidents

- Health and Safety regulations must be observed.
- Incidents are logged and investigated.
- Crimes are reported to the Police.

Other Procedures

- The school's Lone Working Policy is adhered to.
- Parents will be reminded of Health and Safety and Security measures on newsletters.
- Security will be considered in the planning of events and risks assessed in light of the aims of this policy, the school's Health and Safety Policy and the school's Safeguarding and Child Protection Policy.
- New staff/students/ classroom volunteers MUST complete an induction.
- Perimeter fencing, doors and windows will be kept in good repair.

Equal Opportunities

This policy applies equally to all children, staff and visitors. It is recognised that security measures may need to be carefully considered and adapted to meet the needs of those who are disabled or have a particular additional need.

