ESTCOTS PRIMARY SCHOOL

Security Policy

September 2026

Estcots Primary School Security Policy

STATEMENT OF INTENT

The Governing Body of Estcots Primary School recognises the need to ensure the safety of every pupil, member of school staff (permanent and temporary) and visitors to our school. We also recognise the importance of protecting the school buildings and contents.

The Governing Body recognises that it has certain legal duties under the Health and Safety at Work Act 1974 and subsequent relevant legislation and will endeavour to fulfil this obligation.

These arrangements will not only apply to those working on the school premises but to those engaged in off site activities, sporting events and home visits. The Governing Body wish to make it clear that, whatever form and for whatever reasons - **VIOLENCE IS UNACCEPTABLE.**

We are committed, so far as is reasonably practicable, to reducing the risk of violence and improving security by the implementation of these arrangements. Risk assessments will be undertaken to identify areas of concern and the appropriate control and preventative measures to be taken. These controls will include training, guidance and advice, codes of practice, physical measures and legal guidance.

Violence is defined as any incident in which a person or a member of their family is subjected to verbal abuse, threatening behaviour; harassment or actual physical assault in circumstances relating to their work. The Governing Body/Management Committee will be fully supportive to any members of staff or pupils who have been subject to violence at work. The effectiveness of these arrangements will depend on people to implement it and make it work successfully. This will involve every member of staff working together in a positive security and safety culture as part of a team.

Any member of staff, pupil or parent who has any suggestion for the improvement of the security arrangements will be welcome and encouraged to pass on that information to the Head of Establishment. A copy of these arrangements will be permanently held in the staff room.

These arrangements will be reviewed at least once a year and upon significant change of circumstances.

The Governing Body

The Governing Body will be responsible for ensuring the overall effectiveness of these arrangements by working closely with the Head of Establishment and other members of staff whose role it is to implement the requirements of these arrangements. This will involve considering and acting upon the recommendations of the Head of Establishment and Security Co-ordinator, prioritising actions where resources are required, taking account of security when considering the school plan and monitoring the effectiveness of security arrangements.

The Governing Body will:

- Formulate and develop a security plan for the school.
- Take account of security when considering the school development plan.
- Ensure any advice and guidance from the LA/DfE/HSE is disseminated to those who need to know it and acted upon.
- Be responsible for the overall implementation of the security policy.
- Consider and act upon the recommendations of the Headteacher.
- Monitor security arrangements
- Prioritise Actions where resources are required and ensure appropriate actions are taken.
- Include security issues on agenda at the Strategic Improvement Committee meetings.
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The Governing Body will also include information about security in the annual report to parents and will review these arrangements once a year or upon significant change of circumstances.

The Head of Establishment

The Head of Establishment will be responsible for the overall implementation of these arrangements and for the day to day management and implementation of security within the establishment.

The Head of Establishment will ensure that a suitable member of staff is nominated to act as Security Co-ordinator and ensure that suitable resources are allocated to enable this function to be undertaken.

- To develop and promote a 'whole school' approach to managing security.
- Liaise with the LA and other relevant departments on security issues.
- Inform the Governors of any significant event with respect to security.
- Identification of training needs within the school.
- Preparation of information to be sent to parents describing security arrangements and the reasons for such.
- Ensure risk assessments are undertaken and reviewed as necessary
- The Deputy Headteacher will deputise in the absence of the headteacher.

The Head of Establishment will inform the Governors of any significant event with respect to security. In addition, the Head of Establishment will periodically monitor the arrangements to ensure it is being complied with.

The Security Co-ordinator

The Security Co-ordinator is Premises Manager with the support of the SBM and will be responsible for assisting the Head of Establishment with the day-to-day management and implementation of the security arrangements and will work in close liaison and co-operation with other on-site staff to ensure security remains high profile within the establishment.

The Security Co-ordinator will review the security guidance annually (or following a significant incident) to ensure compliance and shall ensure the security risk assessments have been undertaken, their findings implemented and the assessments reviewed as required.

- Investigate any significant breaches or violent incidents and arrange for appropriate action to be taken.
- Regularly monitor / review the security incident log and comments or suggestions in the security feedback book.

- Co-ordinate the risk assessment process within the school.
- Work in close liaison and co-operation with either on site staff to ensure security remains high profile within the establishment.
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The Security Co-ordinator will also ensure that all staff receives induction training with respect to the school's security and emergency arrangements.

The Head Cleaner

The head cleaner will be responsible for ensuring that the following practical security arrangements are carried out.

- Shutting and securing all doors and windows at the end of the working day.
- Setting the buildings intruder alarm system at the end of the working day.
- Opening main access points (vehicular and pedestrian) at 6am and shutting and locking at 6pm.

The Premises Manager

The Premises Manager will be responsible for ensuring that the following practical security arrangements are carried out.

- Ensuring that no items of equipment are left outside overnight, particularly equipment enabling access to buildings, e.g. ladders.
- Ensuring that wheelie bins are secured by a padlock and chained to a suitable point away from the buildings and ensuring that external waste bins are emptied daily.
- Reporting defects in external lighting to the Security Co-ordinator and taking appropriate remedial action.

Employee Responsibilities

Staff are required to comply with the security arrangements that have been put into place and the security arrangements at all times.

Staff should report incidents/concerns to the Security Co-ordinator and to ensure that the incidents are reported and recorded as necessary. Staff shall ensure that the external classroom and windows are secured when the classroom is not in use.

ARRANGEMENTS

Visitor/Access Control

Access to the building via the main access points will be controlled and supervised by the Main reception / admin staff. The Senior Administrator shall ensure that a record of all visitors to the establishment is maintained (with the exception of the peak am / pm reception and collection periods). All visitors shall wear an official visitor's identification badge.

Interview Procedures

Consideration must be given to the risk posed during the interviews with parents / next of kin. Any interviews where there is a significant potential for conflict (physical or verbal) must be carried out (location) and be made by appointment only. In such cases two members of staff should be present. When interviewing parents/guardians of pupils alone attack alarms should be worn and staff must position themselves between the parent and the door.

Lone Working

No member of staff should regularly be lone working and every effort must be made to avoid work alone. If it is not possible to avoid lone work then staff must seek approval from the Head of Establishment. Staff working late will:

- Append their name on the Working Late board in the staff room.
- Make themselves aware of the essential contact numbers (Premises Officer).
- Inform family / next of kin of intentions to work late and expected time of completion, and the procedures that are in place should then return at the expected time.
- Obtain an attack alarm from main office. Staff should understand how and when to use the alarm.
- If available obtain a mobile/cordless phone from main office. If not available, know where the nearest available telephone is.
- Lock external doors to buildings to prevent unauthorised access (subject to fire escape routes being maintained).
- If possible, inform other members of staff when working late.
- Confirm with the Caretaker the requirements for securing the building and setting intruder alarm.
- Inform Caretaker prior to leaving the establishment

Incident reporting / recording

To gauge the effectiveness of security arrangements and to assist the monitoring and review processes, all incidents relating to security of premises and violence to persons shall be reported to the Security Officer and where necessary recorded in a security incident log. In addition, incidents of violent nature (physical and verbal) to staff members shall be reported to the Health and Safety Service using the online reporting system.

Any significant security breaches / violent incidents must be reported to the Head of Establishment who should along with the Security Officer investigate the incident as soon as practicable. Consideration should be given to notifying the Police authorities. The findings of the investigation and the action to be taken to prevent a reoccurrence should be discussed with the staff group.

Signage

Sufficient clear and unambiguous signs will be placed at appropriate locations to indicating the fact that it is WSCC property, also visitor car parking, the direction to main reception, restricted access points and staff only areas.

Risk Assessment

The Security Co-ordinator shall ensure that risk assessments are undertaken to identify any hazards and to ensure that the appropriate control measures are implemented. These risk assessments shall be reviewed annually.

Staff Induction

All members of staff whether permanent or temporary will be briefed on the school's security arrangements and any significant hazards present as part of their induction and thereafter on a regular basis. The contents of these security arrangements will be brought to their attention.

Information for Pupils / Parents

Good security will involve the co-operation of all persons who use the school site. Pupils and parents should feel part of this process. Pupils should be briefed regularly on the arrangements as they affect them in assembly or by their class teacher but in a manner relevant to the level security implications.

Cash Handling

Small amounts of money will be looked after by the admin team should only be held in a secure lockable cupboard or drawer.

All other sums of cash should be locked in the school safe until banking – within safe's insurance limits. Large amounts of cash should not be allowed to accumulate in the safe or remain on the premises during holiday periods.

The hazards surrounding banking cash will be risk assessed and the resulting procedures/controls should be adhered to by staff.

Training

The Head of Establishment will be responsible for identifying and arranging any training required as identified by risk assessment. All staff (teaching and non-teaching) will receive training in 'recognition and diffusion of aggression techniques' and the correct procedures for challenging unknown / unauthorised visitors on site.

Emergency Procedures

Pupils are not to confront/challenge strangers on site at any time, but to report the situation to a member of staff immediately.

The level of staff response to an incident will depend upon the seriousness of the situation and risks involved.

Staff should never challenge any person unless it is safe to do so.

Staff who have serious doubts concerning a visitor/intruder or believe a violent act/damage may be committed should not challenge the person but inform the Head Teacher, Security Officer or Admin Officer immediately. They should observe from a safe distance/concealed position noting details of the intruder.

If approached by a person about to offer violence staff should move away and retreat to a safe distance.

Staff should not attempt to detain or remove an intruder from the premises using force.

If it is considered an intruder is about to enter the premises and commit a violent act access points should be secured to prevent unauthorised entry. (Fire escape routes must be maintained). The police should be called immediately. To contain the incident consideration for closing blinds or curtains should be considered necessary.

The Admin Office will contact the emergency services on 999 if assistance is required and follow the Authorities and School's Emergency Plan if appropriate.

The school will develop and maintain good links with the local police and Crime Prevention Officer and seek advice as considered necessary.

Security Contacts

An up to date list of contacts will be maintained and held by main office staff. This list will be distributed to:

a) Head Teacher / Deputy Head Teacher

b) Security Office
c) Site Premises Officer
d) Other members of staff as considered necessary

Monitoring and Review of Arrangements

The Governing Body will review these arrangements at least once a year or whenever significant changes occur.

The review will take account of the local accident/incident book and reports on the online accident reporting system.