



Be kind, work hard and never give up.

## Security Policy

<b>Policy Reviewed:</b>	<b>Autumn Term 2025</b>
<b>Date of Next Review:</b>	<b>Autumn Term 2026</b>
<b>Responsible Officer:</b>	<b>Headteacher</b>

# **Security Policy**

## **1. Policy statement**

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Pentland Primary School. The school's security procedures will operate within the framework described in this policy.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Local Advisory Board will provide staff with enough resources, information and training to implement the security procedures.
- The Local Advisory Board will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

## **2. Organisation**

The following groups and/or individuals have responsibilities for ensuring the security of the school.

### 2.1. Governors

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved –
  - By the health & safety governor monitoring performance on their special interest visits
  - Via the head teachers reports to governors
  - By all governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Head Teacher.

### 2.2 Head Teacher

The Head Teacher will:

- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

### 2.3 Staff

- All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	LAB	<ul style="list-style-type: none"> <li>• Agree policy</li> <li>• Review every 2 years</li> </ul>
Day to day implementation and management of policy.	Headteacher	<ul style="list-style-type: none"> <li>• Inform staff</li> <li>• Monitor performance</li> <li>• Review arrangements</li> </ul>
Securing school entrance/exits as detailed in this policy	Caretaker	Lock gates 8.55am – 3.20pm
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Ensure signing in procedures have been followed. Badges issued.
Control of contractors	Admin staff / caretaker	Give sight of plans or studies pertaining to safety.
Security of money etc	Admin staff	Minimum cash should be kept on site. Any cash should be banked immediately.
Security risk assessment	Head of School	Review annually and inform govs of findings to use as part of policy review

## 2.4 Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

## 3. Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

### 3.1 Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff induction will include the school's security policy.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building.

Parents will be informed about the school security arrangements and any part they are expected to play. For example, when visiting the school or at handover times.

### 3.2 Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Pentland Primary School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

## **Buildings**

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

- Other than the children the main building has only single access entrance via reception desk. Only authorised visitors are allowed access after being met by the administration team or other member of staff and a meeting has been agreed with the Headteacher.
- All doors cannot be opened from the outside.

## **Grounds**

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- School Building
- Playground areas including the school field
- Nursery building at Ochil Terrace

### 3.3 Early Years Outside Areas

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision.

### 3.4 Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors report to the reception desk on arrival.
- All visitors are issued with a visitors pass attached to a coloured lanyard to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- Any person on site without a visitor pass will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
- Any visitor, parent / carer or volunteer in school without having had a DBS check will be accompanied by an authorised member of staff or volunteer who has had a DBS check at all times whilst on the premises.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

### 3.5 Supervision of pupils

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

**Locations where supervision is part of our safeguarding procedures –**

- Playground – Children are always supervised in this area and visitors challenged.

**Times of the day when supervision is part of our safeguarding procedures –**

- Start of school day – as all the gates are open to allow access classroom doors are supervised 8.45am to 8.55am. Parents have been informed of these arrangements and that supervision does not start till 8.45am. (Children who attend Breakfast Club will enter the school building via the main entrance and be supervised in the breakfast club room)
- Lunchtime – all parts of the school site without access control are supervised.

Our security arrangements also include the handover arrangements for the start and end of the school day.

- Drop off procedures – children are dropped off in school at 7.45am at the earliest, in time for Breakfast Club. They are brought to the main entrance where they have access to the Breakfast Club, only. Parents must not enter the school building unless they have an appointment previously agreed with the Headteacher. Children are then supervised by Breakfast Club staff members until it is time to go onto the playground at 8:45 am where they will be supervised by members of staff on duty. Any child arriving after 8:55am has to use the front entrance and is given access into the school building by the administration team.
- Collection procedures – KS2 children exit the building via the junior entrance. EYFS exit the building via classroom door and KS1 children exit the building via the KS1 entrance. No EYFS or KS1 child is permitted to leave the premises unless they are collected by an authorised adult.
- Non-collection - In the event that a child is not collected by an authorised adult at the end of a session, Pentland Primary School puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

### 3.6 Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

### 3.7 Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked and they should not have unsupervised access to children. They will therefore be controlled as follows –

- All will be given school badges and be expected to wear them.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

### 3.8 Lone Workers

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

### 3.9 Physical security measures

The Local Advisory Board has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security

- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the Local Advisory Board will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

### 3.10 Locking arrangements

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

### 3.11 Cash Handling

The school should avoid keeping cash on the premises wherever possible. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

### 3.12 Valuable equipment

Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

### 3.13 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property.

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

### 3.14 Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools medicine cabinet.

Arrangements for the administration of medicines are detailed in the Administration of Medication Policy.

## 4. **Risk Assessment**

A security risk assessment will be completed annually by the Head Teacher.

**5. Monitoring and Review**

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Children's Committee.

Governors will monitor performance via the Head Teachers termly report to governors and when visiting school.

This policy will be reviewed annually by the Headteacher.