

Littleport Community Primary School and Preschool



Littleport Community
Preschool



School Security Policy

Ratified: March 2026
Review: March 2027

Signed: 
Chair of Governors

Date: 12th March 2026

LITTLEPORT COMMUNITY PRIMARY SCHOOL and PRESCHOOL

Security Policy and Procedures

1. Policy Statement

- The Governors recognise and accept their responsibility to provide a safe and secure environment for children, employees and visitors to Littleport Community Primary School and Preschool. 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 Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body 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 Headteacher 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 Headteacher.

2.2 Headteacher

The Headteacher 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 Headteacher to ensure the safety of children, employees and others on the school site.
- Staff will wear their ID badges whilst on site.
- Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Resources Committee	• Agree policy • Review every 12 months
Day to day implementation and management of policy.	Headteacher and School Office Manager	• Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	Site Manager	Lock gates 8.50am and 3.25-3.30pm (<i>times subject to change at Headteacher's discretion</i>)
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Site Manager	Part of normal duties to check physical integrity of security devices.
Control of visitors (to include safeguarding checks)	Office Manager	Sign in visitors/Issue badges/ lanyards
Control of contractors (to include safeguarding checks)	Site Manager	
Security of money etc.	Office/Finance Manager	
Security Risk Assessment	Headteacher alongside Office/Site Managers	Review annually and inform governors 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 school's security arrangements as a condition of sharing use of the building.

Parents/carers 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. Littleport Community Primary School and Preschool has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

3.3 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 –

- The main building has only single access entrance via main door and office. This door can only be opened from the outside by security key. There are only 4 named key holders – Headteacher, Deputy Headteacher, Site Manager and Cleaner in Charge. At the discretion of the Headteacher, the Cleaner in Charge may allow security key access to a member of their site team for cleaning purposes during holiday periods but the member of staff will have received appropriate training to ensure the security of the building. The Child & Families Centre are also key holders but only have access to their operational area. This is managed by a separate alarm system.
- All doors except main entrance cannot be opened from the outside except with a security fob. The Office Manager has lists of who has security fobs and fobs are given to named persons
- Staff escort pupils into school and out of school, where they are collected by parents and carers, or from where they go home. A password system is in place for children being collected by an adult without parental responsibility. Children in Key Stage 2 are able to come to and from school independently with parental consent
- The Preschool entrance and exit is supervised at drop-off and collection times by school staff
- Child and Family Centre entrances and exits are supervised by external staff during their operational hours

3.4 Grounds

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

- School buildings – security fencing around buildings and locked gates on to school yard
- School fields – security fencing around perimeter to prevent general public from coming onto school grounds
- Main car park – anyone in the car park not known to the school will be challenged by staff. The Child and Families Centre has limited access to the school car park at the discretion of the Headteacher

The access arrangements for the grounds are –

- School field/forest – access to school field for PE and Forest School – always under control of staff. Staff always have a radio with them when using field to allow them to contact main office in school if necessary
- Lunchtime –children sometimes use the school field but will always be under the supervision of staff. Staff also have a radio to allow contact with school
- Playground – school gates are closed at all times unless emergency access is necessary. Children are only ever in playground under supervision of at least one member of staff. Staff also have a radio to allow contact with school

3.5 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 office on arrival
- All visitors sign in electronically and are issued with a visitor sticker to be worn at all times. This includes parents/carers, volunteers, contractors, LA staff and any other person that is not school staff
- A coloured lanyard system is in place to help identify whether visitors need to be accompanied or not
- Any person on site without a sticker will be asked to accompany a member of staff to the office or asked to leave the site
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police
- Visitors will not remove any items of school property without the expressed permission of **senior** school staff
- For their own safety, any authorised visitors or volunteers will be given appropriate information on the school's health & safety procedures, such as parking, **emergency procedures** and first aid

3.6 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 –

- EYFS unit – children are always supervised
- Breakfast (internal staff) /After-School club (third party external staff)
- Playground – Children are always supervised in this area and unknown visitors challenged
- Field/forest – as communication is not easily possible staff will need a radio
- Entrance – some parents/carers drop children at the entrance, by prior agreement. Their entry is supervised to ensure no unauthorised adults enter school. Occasional late-comers also enter via the main entrance. Access is supervised

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

- Breakfast Club– staff collect children from the door and they are supervised throughout their allocated booking time
- After-School Club – third party external staff ensure that children are supervised throughout their allocated booking time
- Start of school day – as playground gates are open to allow access this area is manned from 8.35am to 8.55am. Parents/carers have been informed of these arrangements and that supervision does not officially start until 8.45am
- Break times – When doors are open to the playground, staff will be on duty at all times inside and outside of the buildings

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

- Senior leaders are on duty from 8.40am in the morning
- At 3.15pm classes are dismissed. EYFS and Key Stage 1 children are collected at the door. Any child being collected by an unfamiliar adult (e.g. somebody who does not have parental responsibility or is the child's childminder) will be required to give the family password. Any child who is not collected is taken to the school office and parents/carers telephoned
- All after school clubs have a list of children attending. If a child fails to turn up for the club and their parents/carers have not informed the member of staff of their child's absence then the office will contact the child's parents/carers. If the child's parents/carers are not contactable, the issue is passed to the safeguarding team and 'Children not collected from school' protocol implemented

3.7 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.

3.8 Supervision of Contractors

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

- If the contractors are from Cambridgeshire County Council they will have their own identity badges. If not, they will be given visitors stickers. All contractors and maintenance personnel are logged in at the school office following normal procedures.
- They will only park where authorised to do so.
- 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.

3.9 Lone Workers

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

3.10 Physical Security Measures

The Governing Body 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 and governor visit reports.

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 governing body 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/approved contractor.

3.11 Locking Arrangements

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

Main gate – Unlocked by the Site Manager/Cleaner in Charge at 6.00am and locked again at 6pm. They remain locked all night and at weekends, **unless specific access is required**. These opening times will vary according to any premises lettings or meetings taking place on site. At the Headteacher's discretion, authorised contractors may have access to the school site via a dedicated entrance and exit point, which they will be responsible for ensuring the security of the school site.

Gates on to the playground – unlocked by Site Manager or a nominated member of staff at 8.40am and locked again at 8.50am. Unlocked again at 3.05pm and locked after families and children leave at 3.25pm

3.12 Cash Handling

Schools should avoid keeping cash on the premises wherever possible. Safes are used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved. Following Local Authority guidelines no more than £200 will be left on premises overnight.

3.13 Valuable Equipment

All items above the value of £50 will be recorded in the school asset register.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations, the room will be locked when it is vacated. 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.

3.14 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 1 month before disposal or resale.

3.15 Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents/carers will provide such medicines in their original labelled containers. These containers will be locked in the school's medicine cabinet / stored in the fridge within the school office depending on the instructions **and in accordance with the school's policies**.

Arrangements for the administration of medicines are detailed in the school's medical policy.

4. Risk Assessment

A security risk assessment will be completed annually by the Headteacher alongside the Site and Office Managers. The findings will be used in the review of this security policy.

5. Monitoring and Review

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Resources Committee.

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

This policy will be reviewed annually by the Headteacher and Site Manager.