Guilden Morden CofE Primary Academy

Together we work to succeed and flourish, to live life in all its fullness. John 10:10

Guilden Morden Site Security Policy

Last reviewed:	September 2026	Next review:	Reviewed annually or as necessary

Statement of Intent

At Guilden Morden CofE Primary Academy we strive to create and maintain a secure and safe environment for all pupils and adults in school. Parents need to be confident that procedures are in place to provide this environment. Both pupils and staff should feel that their working environment is a safe place in which to work, but it is also important that visitors continue to feel welcome.

Our aims are:

- To help the pupils and all those who work in the school to feel safe and secure.
- To focus strongly on personal awareness and responsibility.
- To meet the recommendations of the DFE and DEMAT guidelines.
- To identify and minimise risk as far as is practical and sensible.
- To control access to and movement within the school and its grounds by people and vehicles.
- To respond effectively and in good time to identified security issues.

This policy covers the following areas:

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

Roles and Responsibilities

All staff

Staff should:

1. Support the Headteacher in implementing this policy.
2. Report any shortcomings to a member of the Senior Leadership Team.

The Cleaner in Charge

The Cleaner in Charge, reporting to the Headteacher, is responsible for ensuring that all site safety facilities, entrances/exits and fencing are maintained in accordance with this policy.

Headteacher

The Headteacher shall:

1. Implement the security policy and any action plan approved by the Governors.
2. Ensure all staff have a clear understanding of their particular responsibilities.
3. Take day to day operational decisions.
4. Consider particular risk situations (e.g., home visits, lone working).
5. Consult with local professionals as appropriate (e.g., police, road safety workers)
6. Provide appropriate information to pupils, parents and visitors.
7. Monitor and review security measures.

Pupils, Parents and Visitors

Pupils, parents, community users and visitors will be:

1. Expected to respect the measures taken by the school to improve and ensure security.
2. Encouraged to report ideas and problems to the staff or governors.

Active Security Measures

Physical Measures

Guilden Morden C of E Primary Academy is on a single site and there are three entrances and exits into the school:

Access to the main entrance is from Pound Green, a quiet road in the village. This leads to the main office that is closed off by an internal door that requires fob entry.

There is a side gate on the right of the school that has a coded panel and leads to the classrooms and back playground. This opens at 8.45am and closes at 8.55am in the morning. Opens again at 3.15 pm and closes at 3.30pm.

There is a buzzer system to this side gate that links to CCTV in the main office and in the Preschool. This is used when needed outside of the gate opening and closing times.

There is another side gate on the left of the school that uses a key that leads to the back playground. This open at 8.30 am and closes at 9.30am. Opens again at 3.00pm and closes at 3.30pm.

The school uses the following physical security measures:

1. Sign-posted entry to ensure all visitors report to reception.
2. All visitors are required to sign in and out at Reception. Leaflets for visitors and contractors covering Health & Safety, and Child Protection issues are provided.
3. No member of staff should admit an unknown person unless proof of identity has been obtained.
4. Identification lanyards are provided for all visitors, including Governors.
5. All staff will be issued with ID cards which will include the name and photograph

of the member of staff. These must be visible on the member of staff at all times whilst on the school premises.

6. All door and window locks comply with local authority standards and are reviewed regularly.
7. Doors leading into the school and offices from the reception area and back playground have electronic controlled entry using a fob. Other external doors have locks.
8. Outside normal hours the school has an electronic security alarm activated.

Security of the Building

1. An effective intruder alarm is in operation. This is always set when the school is not in use.
2. The building has secure fencing enclosing the perimeter of the site at the back of the school.
3. The main entrance door has an electronic fob access system and is always locked.
4. Security lights are on whilst the premises are occupied after dark.
5. It is the responsibility of the class teachers to make sure classrooms are secure, windows closed and equipment switched off before leaving their classrooms. The Cleaner in Charge will do a final check of the building before locking up to ensure this has been done.

Kitchen

1. Access to the kitchen is via a locked external door.
2. Kitchen staff collect the key from the main office on arrival and return when they leave.
3. Kitchen door is locked from the inside at all times.

Alarm Call-Outs

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 will wait in the outside car park until the police arrive. If necessary, additional key holders should be contacted for support.

Car Parking and Vehicle Movement

Parking is provided for staff and there is limited parking for visitors. Vehicles are not allowed to enter or leave the main car park when pupils are arriving or leaving at the beginning and end of the school day. The only exception to this is where prior arrangements have been made for disabled parents or pupils, visitors or taxis bringing pupils on to the school site. The front entrances are supervised during the morning start to the school day and the children are supervised from the classroom doors in the afternoon.

People Management

The school recognises parents' concerns about their children's welfare and our legal duty to keep them safe. Central to this is how we select, monitor and supervise all adults who have contact with pupils. The trust and teaching staff take this responsibility extremely seriously. The following procedures apply to all individuals who come into contact with children, in line with HSE guidance

All staff undergo thorough pre-employment checks before joining the school team. This includes:

- Taking up references
- Enhanced Disclosure and Barring Service (DBS) checks for any criminal offences
- Prohibition from teaching checks for all teachers

All volunteers must have an enhanced DBS check completed before they begin working with children.
The Office Manager maintains a single central record of all pre-employment and volunteer checks.
Visitors to the school must wear ID badges, which are issued at reception after identity and relevant safeguarding checks have been completed. Pupils are taught how to respond if they encounter an unidentified person on the school site.

Cleaner in Charge

It is the responsibility of the Cleaner in Charge to check daily that:

- All locks and catches are in working order. *If other staff members notice something, then please bring this to the HT's attention.*
- The security system is working properly.
- Before leaving the premises all lights are turned off, windows are closed, doors

are locked and the security alarm is set. On leaving the site ensure all gates are locked.

Headteacher

It is the responsibility of the Headteacher to ensure the above is done in the absence of the Cleaner in Charge.

In addition, the Headteacher, or in their absence a member of the Senior Leadership Team, is responsible for the security of the premises during the school day.

Lone Working

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.

Any member of teaching or administrative 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. 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.

However if a member of staff chooses to work alone on site they should take these precautions:

1. 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.

2. Do not work at heights.

3. Do not go into lofts or any other space in which you might become trapped.

4. Do not undertake any tasks involving hazardous tools or materials.

5. Lock the doors and close the windows to prevent intruders.

6. Know the location of the nearest first aid kit.

7. Carry a mobile phone, ensuring your network has good reception in school.

8. If you arrive at school and find any sign of intruders or vandals do not challenge them. Instead, call the police.

9. If you become aware of intruders or vandals, do not challenge them. Instead call the
police.

10. Do not work alone if you have a medical condition that might cause you to become incapacitated or unconscious.

11. 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.

Pupil Supervision - Arrivals

Children should not arrive on site until 8.40am unless they are attending the Breakfast Club, a supervised activity or have permission to be in school before this time. The class teachers greet the children at each class door. The school gates/doors remain open until
8.55am at which time they are promptly locked. If children arrive after this time they should report to the school office.

Supervision on School Grounds

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

2. At playtime and lunchtime, staff should be vigilant at all times and should wander around their designated areas, not standing talking together.

3. There is always a trained professional/teacher present when doing PE, Dance and Forest school.

Leaving School at the End of the Day

The side entrance on the right is opened at 3:15pm. Parents are
permitted to wait at each class door. All children are collected from the outer door of their classroom. All children are handed over to the known adult collecting them. Unless KS2 children have been given specific permission to walk home and a home/school agreement signed.

Children are:

• not allowed to walk home by themselves unless individual arrangements have been made and are known to school.
• not to be collected by minors without parental responsibility.
• collected by a known adult. School should be informed of any change to this arrangement.

If by 3.25pm, 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 remains in the reception area 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.

If the child is not collected by 4:00pm then the school will follow the procedure for late collections.

Leaving School during the Day

No child is allowed out of school during the day for an appointment unless a known adult arrives to collect them from the school office. The departure and return of the pupil is logged by office staff.

Trespass and Nuisance

Guilden Morden C of E Primary Academy 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.

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.

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.

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

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

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.

Serious Incidents or Threats

In the event of any serious incident staff should:

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

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 Headteacher 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.

After any such event, a detailed report will be prepared for presentation to the Local Governing Body. If required an emergency meeting will be held by the Local 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.

Containment 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:

• The teacher on duty should blow the whistle and the children asked to stand still. Staff on duty should then move the children away from the possible threat.

• The Headteacher should be informed as soon as possible.

• 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. Registers should be taken.

• Upon receiving communication from the Headteacher or Deputy 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. All external classroom doors must be locked and widows closed. If a class has internal blinds, these should be released. 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. The relevant emergency services will be called by the office staff. At no time should the children be allowed to leave their classroom without an adult being present.

• Once all the children are safely in and where necessary the emergency services called, the Headteacher will notify the DEMAT.

• Parents will be informed in a sensible and supportive manner.

Suspicious Incidents

Any activity which causes suspicion in or around the school site eg. an unknown person loitering near the gates must be reported to the Headteacher 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 in the school office.

Offensive Weapons

The Headteacher 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 Headteacher's decision will be considered by the Local Governing Body.

Theft and Burglary

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

1. Security marking items of high value

2. Banking all monies on a weekly basis so large sums are not left on the school premises and are put in the school safe.

3. Valuables left on school premises are stored in a locked cabinet or safe.

4. Actively encouraging personal security awareness. Pupils and staff are discouraged from bringing in items of value.

5. If it is necessary for pupils to have mobile phones they must be handed in to the school office in the morning and will be stored in a locked drawer.

Any incident of theft is investigated.

Curriculum Activities

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

1. Encouraged to be security conscious eg. never open external doors to adults other than staff.

2. Encouraged not to approach any adult they don't know but to tell a safe adult.

3. Taught how to take care of themselves and others - STRANGER DANGER.

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

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

Security of Equipment

All items of equipment in the school are the property of the school and as such must be kept well maintained and secure at all times.

The school security marks all high value items.

The Office Manager is responsible for keeping a record of all laptops, iPads, fobs and keys issued to staff and must ensure these items are returned when staff leave employment.

All equipment of significant value is recorded in an inventory.

Computer Data Security

It is important that computer data used in administration is secured, as far as practical and reasonable from accidental or malicious damage or loss.

To this end:

1. Computers used in the school will be equipped with up-to-date anti-virus software.

2. 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.

3. Computer files are backed up daily and the backup tapes are stored in the fire proof school safe.

4. The school makes every child aware by our e-safety policy and user agreement about our 'rules for responsible internet use'