



## SECURITY POLICY

### Rationale:

To ensure that school is a safe working environment, ensuring that all reasonable precautions are taken to protect the children, parents, staff, the premises and resources of the school.

### Purpose:

- To ensure the safety and well being of children on the premises.
- To ensure the safety and well being of staff working on the premises.
- To ensure the safety and well being of parents and visitors to the school.
- To ensure the premises are secure when no one is present.
- To protect the building and resources of the school.

### Guidelines:

1. The Headteacher, Caretaker and Finance Officer are the designated key holders.
2. If a member of staff is alone on the premises they will lock themselves in (see Lone Working Policy).
3. If no-one is in the main building it must always remain locked.
4. Entry to the main building for all visitors will only be via the main entrance. The exception to this rule is parents bringing children into school via the classroom back doors between 8.30 am and 9.00 am or when collecting children from an after school club.
5. External doors to classrooms and the library will remain locked until staff arrive in the morning. Class teachers will unlock their external classroom door on arrival.
5. Both entrances to the school will be padlocked at 9am.
6. Either the Headteacher or Caretaker will ensure that the school is locked and alarmed at the end of each day.
7. All visitors to the school will sign in and out using the electronic system. Authorised visitors must wear a visitors' badge when in school to indicate that they have permission to be there. Parents who attend a school event will sign an attendance sheet.
8. All other visitors to the site will be accompanied whilst on the premises.
9. Contractors will report to the school office before commencing work in school. Contractors may be given keys in order to access the school site out of school hours. This will be at the Headteacher's discretion and keys will be signed out.
10. Pre-employment checks including DBS checks for teaching staff, support staff and regular voluntary helpers will be carried out and details will be stored on their personnel files.

**Reviewed: January 2023**

**Next Review Date: January 2025**