



Head Teacher: Kerrie L Clowes MA BA (Hons) PGCE NPQH
Deputy Head: Sarah L Booker BA (Hons) QTS
Deputy Head: Emma E Doyle BA (Hons) PGCE NASENCO
Assistant Head: Joel M Edwards MA BA(Hons) QTS

Scrooby Road, Harworth, Doncaster, South Yorkshire, DN11 8JT

Tel: 01302 742477

Email: office@harworth.snmat.org.uk

School Security Policy

July 2025

Review date: July 2026



SECURITY POLICY and PLAN

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

ROLES AND RESPONSIBILITIES

Management Responsibility - School security is shared between the SN MAT Governing Body and Headteacher.

Role of the SNMAT

The main role of the Southwell Nottinghamshire Multi-Academy Trust is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

Role of the Governing Body

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.

At Harworth Church of England Academy the Accountability panel working party made up of members of the full governing body, monitor the policy on an annual basis and receive information relating to security issues from the school.

Role of the Headteacher

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
 - staff training needs are kept under review and training undertaken, as necessary ;
 - parents are informed of the Security Policy and encouraged to assist the school by fully complying with security requirements;
 - formal risk assessments are conducted by the relevant staff member and updated as necessary.
 - routine security checks are carried out on an on-going basis, by the Site Manager;
 - termly reports are made to the Governing Body
 - all crimes are reported to the Police.
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GUIDELINES FOR SCHOOL SECURITY Security of Pupils, Staff and Visitors Security Strategies in School

Staff

- staff based in school are the only staff to have a security codes for the gate and doors;
- staff to have meetings with parents with planned appointments - always two members of staff;
- All staff must challenge visitors who are not wearing a visitors' badge;

Visitors

- all visitors, including contractors, to come to main office entrance, report to School's Admin staff, sign into the school visitor system and wear a visitors' badge throughout their time on the school site;
- parents must make pre-arranged appointments to visit staff and shall be required to sign into the school visitor system on arrival and wear a badge during their time in school;
- all other services (SEN Teams, ICT Advisor, coaches etc) based in the School must sign into the school visitor system;
- parents to be reminded of our security strategies where necessary, through E-mails and texts.

Hardware

- push button combination pad operate on the main entrance to school;
- all external doors to be kept closed – except the back door at playtimes and lunch times;
- internal doors are fitted with stoppers that react to the fire alarm.

Internal doors of classrooms and offices may be kept open and closed when necessary.

- all rooms containing equipment that may pose a risk to be kept locked- including the site managers cleaning cupboard and the boiler house;
- all windows to be secured at the end of the day.

Outside School

- school gates to be kept locked outside of school hours;
- school gates to be kept closed and padlocked during school hours;
- children must not play in areas out of bounds e.g. round the bins, on the drive or near staff cars;
- staff to challenge any person within the school grounds who is not wearing a visitor badge.

Security of Equipment

Security strategies Inside School Building

- all expensive, portable equipment such as computers, laptops and iPads, to be stored in a secure, locked, location, at the end of the school day;
- all such equipment to be recorded in the school's asset register;
- all such equipment to be placed in the stock room during school holidays;
- the infra-red intruder alarm system to be in operation when the school is closed;

Outside School Building

- security fencing to the front and side of the school to prevent intrusion. This is checked by the site manager termly.

Security of Staff, Visitors, Pupils and Equipment during whole-school events.

Parents' evening

- all rooms apart from classrooms and staffroom to be locked;
- parents to stay in the designated room during the session and not to enter any other parts of school other than to enter and exit the building.

Fundraising Events

- all rooms apart from those required to be locked;
- all phones, cameras and personal belongings ;
- during external events including football matches, productions, summer and winter fete etc, internal doors by toilets to be locked so people have access to toilet facilities without having access to the rest of the school building.

Monitoring of strategies

- informally through verbal reports from staff and visitors;
- formally through termly meetings of the Headteacher /SLT and when needed full Governing Body meetings.

All staff to take shared responsibility to ensure the security strategies are implemented.

Reviewed annually or as necessary.

This policy runs alongside these procedures

Emergency plan

- **Bomb scare**
- **lockdown**
- **intruder alert**

- **firedrill**
- **health and safety**