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School Security Policy

July 2026

Review date: July 2027



Security Policy and Plan

Harworth Church of England Academy

1. Introduction

Harworth Church of England Academy is committed to providing a safe and secure environment for all pupils, staff, visitors and members of the wider school community.

This policy outlines the procedures and systems in place to manage security on the school site and to respond effectively to potential risks or incidents.

This policy forms part of the school's wider safeguarding arrangements and should be read alongside the Child Protection and Safeguarding Policy, Health and Safety Policy, Emergency Plan and CCTV Policy.

The Department for Education states that schools should have a clear security policy and plan in place and ensure this complements safeguarding arrangements. [\[gov.uk\]](https://www.gov.uk)

2. Aims

The aim of this policy is to:

- Ensure a safe and secure learning environment
 - Prevent unauthorised access to the school site
 - Protect pupils, staff, visitors and property
 - Establish clear procedures for dealing with security incidents
 - Promote a shared responsibility for security across the school
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3. Roles and Responsibilities

The Trust (SNMAT)

- Maintains an overarching security policy
 - Supports schools in implementation and monitoring
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The Governing Body

- Oversees and monitors the implementation of this policy
 - Receives reports relating to security issues
 - Ensures compliance with safeguarding expectations
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The Headteacher

The Headteacher is responsible for implementing this policy and ensuring:

- staff understand security procedures
 - training is provided where necessary
 - risk assessments are completed and reviewed
 - security checks are carried out regularly
 - parents are informed of expectations
 - incidents are reported appropriately
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Staff

All staff are responsible for:

- maintaining vigilance
- following security procedures
- challenging unidentified individuals
- reporting concerns immediately

Security is the responsibility of all staff and forms part of safeguarding practice.

4. Site Security and Access Control

- The school operates a **controlled entry system**, with access via the main reception only.
- All visitors must report to reception before entering the school.
- External doors must remain closed and secured during the school day.
- Secondary access points remain locked unless authorised.
- **Electric gates are in operation to control access to the school site and form part of the school's perimeter security.**
- **Gates are kept closed and secured during the school day and outside school hours.**

- The site perimeter is secured through fencing and gates, forming the first line of defence.
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5. CCTV and Physical Security Systems

- The school operates a CCTV system to support site security.
 - CCTV is used to:
 - o monitor access points
 - o deter unauthorised access
 - o support safeguarding and incident response
 - All CCTV use is compliant with the school's CCTV Policy.
 - Additional systems include:
 - o intruder alarm system
 - o secure locks on doors and windows
 - o controlled access entry systems
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6. Visitors and Contractors

- All visitors must:
 - o report to reception
 - o sign in using the visitor system
 - o wear a visible visitor badge
- Visitors will be supervised unless appropriately vetted.
- Contractors:
 - o must follow school procedures
 - o must not have unsupervised access to pupils unless authorised
- Staff must challenge anyone not displaying a visitor badge.

Schools are expected to ensure robust visitor procedures to protect pupils from risk.

7. Security Procedures for Staff

- Staff are the only authorised users of access codes and secure entry systems.
- Staff must not share access codes.
- Staff meetings with parents must:
 - o be pre-arranged
 - o take place in appropriate locations
 - o follow safeguarding protocols
- Staff must:
 - o remain vigilant

- o challenge unknown individuals
 - o report concerns immediately
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8. Security of Buildings and Equipment

Inside the School

- All valuable equipment must be stored securely
 - Equipment must be recorded in the asset register
 - Rooms with potential risks (e.g. boiler room, cleaning cupboard) must remain locked
 - Windows and doors must be secured at the end of the day
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Outside the School

- Fencing and perimeter security are checked regularly
 - Outdoor areas are monitored and maintained to deter access
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9. Security During School Hours

- School gates remain closed and secured during the day
 - Access to the building is controlled via the main entrance
 - Pupils must not access restricted areas, including:
 - o car parks
 - o bin areas
 - o delivery zones
 - Staff will challenge any unauthorised person on site
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10. Security During Events

Parents' Evenings and Events

- Only designated areas of the school will be accessible
- All other areas will remain locked
- During events:
 - o access to the building is controlled
 - o toilets are accessible without opening the full site
 - o staff monitor movement within the building

Security arrangements must remain in place during events to manage increased access risks.

11. Emergency Procedures

The school maintains an Emergency Plan which includes:

- lockdown procedures
- invacuation procedures
- evacuation (fire drill)
- intruder alert
- bomb threat

These procedures are:

- regularly reviewed
- practised through drills
- communicated to staff

The DfE highlights the importance of having lockdown and emergency procedures as part of school security planning.

12. Incident Reporting

- All security incidents must be reported to the Headteacher
 - Crimes must be reported to the police
 - Records of incidents must be kept
 - **Serious incidents will be managed in line with safeguarding procedures and may involve external agencies.**
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13. Monitoring and Review

- Security procedures are monitored through:
 - o staff feedback
 - o site checks
 - o leadership review
- The policy is reviewed:
 - o annually
 - o following incidents
 - o in response to updated guidance

Security should be kept under regular review as risks change over time

14. Linked Policies and Procedures

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Emergency Plan (including lockdown and invacuation)
- CCTV Policy