

# Broom Cottages Primary and Nursery School

## Security Policy and Procedure

### Policy Statement

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for pupils, employees and visitors to Broom Cottages Primary and Nursery School. 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 pupils and staff.

### Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

#### 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 head teachers 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 Head Teacher.

#### Head Teacher

The Head Teacher 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.

#### Staff

All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of pupils, employees and others on the school site. Those listed below have been given specific responsibilities for school security.

Security Issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Finance committee	Agree policy/Review every 12 months
Day to day implementation and management of policy	Head Teacher/School Business Manager	Inform staff/Monitor performance/Review arrangements
Securing school entrance/exits as detailed in this policy	Caretakers	Lock gates 8.30-8.55am and 2.45-3.25pm
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences)	Caretakers	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Issue badges
Control of contractors	Headteacher/School Business Manager/Caretakers	
Security of money etc	Admin Staff	The amount of money on site has reduced since the introduction of ParentPay
Security risk Assessment	Head Teacher/School Business Manager	Review annually and inform govs of findings to use as part of policy review

### Pupils

Pupils will be encouraged to exercise personal responsibility for the security of themselves and others. Pupils 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.

### Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

#### Information & 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 inductions will include the school's security policy and will be recorded on the employees training/ induction records.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of shared use of the building.

Parents will be informed about the school security arrangements and what is expected of them, for example, when visiting the school or at handover times.

#### Controlled access & 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.

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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. Broom Cottages Primary and Nursery School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils. The risk of pupils absconding and the potential for injury while doing so should be taken into account when designing, installing and maintaining physical controls.

## Buildings

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to pupils and ensure the personal safety of staff. The access control procedures for the building are –

- The main building has only single access entrance via reception desk. Only authorised visitors allowed access. Although there is an entrance at the nursery all visitors must enter the school via main reception to ensure they are correctly signed into the building.
- All doors except main entrance cannot be opened from the outside.
- Third floor – Not currently in use.
- The Beeches – Staff and children access The Beeches using their own entrance.

## Grounds

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

- School premises – fenced in on all sides by 6ft fence.
- The Beeches – Staff and children have access to certain parts of the school grounds at separate times to school pupils.

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

The access arrangements for the grounds are –

- School field – access to school field for PE – always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge.
- Lunchtime – children use school field. The main gate leading onto the field is closed during this time. Staff would professionally challenge any person not wearing a school visitor badge.
- Playground – This area is only used under staff supervision at break and lunchtime. our main access route to the reception desk is via the playground. This area is only used under staff supervision at break and lunch and staff will challenge visitors. Staff would professionally challenge any person not wearing a school visitor badge.
- The Beeches – Staff and children have access to certain parts of the school grounds at separate times to school pupils.

## Early Years Outside Areas

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 4ft high. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision. Where this area is adjacent to where members of the public have unsupervised access consideration has been given to improved fencing where required. The extent of fences will be decided by risk assessment.

## 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 the reception desk on arrival.
  - All visitors sign in using the Inventory system and are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
  - Any person on site without a badge will be asked to accompany a member of staff to the reception desk 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 express permission of school staff.
  - For their own safety any authorised visitors (including staff on the top floor and The Beeches) will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.
- The Inventory system includes a Safeguarding statement which must be acknowledged before a visitor is able to sign into school.

For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

## 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:**

Breakfast Club – Pupils attending Breakfast Club are collected from main reception by a member of staff and are accompanied to the dining hall. At the end of Breakfast Club pupils are accompanied to their classroom.

### **Times of the day when supervision is part of our safeguarding procedures:**

- Start of school day – as all the gates are open to allow access yards, these areas are supervised from 8.35am whilst the free flow entry is underway. Parents/Carers have been informed of these arrangements and that supervision does not start till 8.35am.
- Lunchtime – Pupils are supervised during the lunch period (see rota).
- After School Clubs – After School Clubs are available several nights per week until 6.30pm. Children are supervised until a named adult collects them from the main entrance.

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

- Drop off procedures – Pupils attending Breakfast Club are dropped off at the main entrance and collected by staff.

Nursery pupils are dropped off at the nursery entrance, Reception pupils are taken to the Reception door, KS1 pupils are met by staff. Children then make their way into classrooms where they are met by class teachers. KS2 pupils enter the school site via the KS1 yard, meet and greet is the same as KS1 pupils. They then enter school near Rosen classroom and make their way to classrooms where they are met by class teachers.

- Collection procedures (3.15pm) – Nursery pupils are collected from the Nursery entrance, Reception pupils are collected from the fenced area adjacent to the Reception door, KS1 pupils are taken onto the KS1 yard for collection and KS2 pupils are taken to the area adjacent to the main gate which is locked to stop any vehicular access or egress during this time.

### 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. Below are the additional security measures that apply to the groups listed.

Breakfast Club – Breakfast Club is run by school staff who are DBS checked. Breakfast club supervise access to school via the main entrance and know not to allow visitors into the rest of the school building.

Third Floor – not currently in use.

The Beeches – Part of the Primary PRU occupy a self-contained part of the back of the school. Access is through their own separate secure door. The access gate is open each morning at 8.35am for taxis to drop children off and opened at 2.15pm to allow taxis to enter. The main school gate is not open from 2.45pm so there is no access/egress at this time. At other times, The Beeches staff are able to access the pedestrian side gate with a fob and they can open the main gate with their key.

Community use – The Brownies sometimes use the hall on a Monday from 6.30 to 8.00pm during term time. Brownie Leaders are let into school and they control access for the Brownies.

At other times any organisations letting the school on an ad hoc basis would be given appropriate information.

After School Clubs – After School Clubs are run by a member of school staff or an organisation with Enhanced DBS checks.

### Supervision of Contractors

Contractors and maintenance personnel where possible are DBS checked, however in some circumstances this may not always be possible. Contractors and maintenance personnel should not have unsupervised access to pupils. They will therefore be controlled as follows:

- All will be given school badges and be expected to wear them.
- 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.

## Lone Workers

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

## 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.

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.

## 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 caretaker at 6.40am at various times to reflect working hours and lettings. They remain locked all night and at weekend.

Main gate – The main gate is locked at 8.30am to 8.55am and 2.45pm to 3.25pm, this is to assist with having a safe space for waiting parents/carers and the safe exit of pupils from the site.

Side pedestrian gate and large gate – Only unlocked by the caretaker 8.35am to 9.15am and 2.15pm for taxis and deliveries.

Main Building –All entrances except main reception locked by staff coming in off the yards at 8.40am and only unlocked at break and lunchtimes to allow access and egress to playgrounds.

Pool – The pool building is kept locked at all times and is access only by authorised personnel. There is a bell to ring to request access etc.

## CCTV

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout school informs people of this.



### Cash Handling

Schools should avoid keeping cash on the premises wherever possible. Safes should be 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.

### Valuable Equipment

All items above the value of £100 (unless desirable) will be recorded in the school stock book. 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.

### 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 6 months before disposal.

### Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools medicine cabinet in the staffroom. The key is available from the main office. Arrangements for the administration of medicines are detailed in the medication in school policy.

### Risk Assessment

A security risk assessment will be completed annually by the Head Teacher/Business Manager. The findings will be used in the review of this security policy. The risk assessment will use the format in the Health and Safety Team School Health & Safety Policy & Procedures Manual.

### Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Finance Committee.  
Governors will monitor performance via the Head Teachers termly report to governors and when visiting school.  
This policy will be reviewed annually by the School Business Manager.

#### Chair of Committee:

Signed – L Lakey  
Date – October 2025

#### Head Teacher:

Signed – S Shields  
Date – October 2025