



Selsdon Primary School Security policy.

Created Jan 2025

Next review Jan 2027

The staff of Selsdon Primary School recognise and accept their responsibilities to provide a safe and secure environment for children, employees and visitors to SPS.

Aims:

- To ensure children and all those who work and visit our school feel safe and secure.
- Ensuring focus is on personal awareness and responsibility.
- Identifying and minimising the risk as far as is reasonable, practicable and sensible.
- controlling access to and movement within the school and its grounds by people and vehicles.
- Responding affectively and in good time to identified security issues.

This policy covers the following areas:

- Site access, on-site traffic control, general building security, movement around the premises.
- Lock up and unlock procedures.
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass, and nuisance.
- Offensive weapons.
- Emergency procedures.
- Visitors, contractors, helpers, volunteers or other persons involved with children.
- Computer data and handling.
- Cash handling.

Controlled access and egress during the school day.

Controlled access is a combination of measures to ensure that the risk to children staff and visitors from unauthorised visitors is minimised.

The security put into practice at Selsdon Primary School have taken into account the need to balance these controls to remain a welcoming environment, whilst ensuring the safety of children, staff and visitors.

Door Security.

All external classroom doors to the main building of the school that have internal thumb turns should be kept locked as much as reasonably possible. External classroom doors in the Hilary Smith and West Wing have a split pin handle mechanism that allows easy egress but cannot be opened from the outside. The main entrance, link buildings, Nurture, Hilary Smith wing toilets and Nursery entrances are electronically locked with access and exit via door release buttons and are to remain closed at all times.

Lanyards are issued to all staff at point of induction to the school and are enabled to use on all electronically controlled doors. Long term lettings will only have lanyard access to the part

Selsdon Primary School and Nursery

Caring, learning, aspiring, succeeding



of the building being let to them whilst ensuring that emergency egress is always available. Letting lanyards will only have access at the agreed letting times.

Access into the main entrance by visitors will be enabled by the school admin staff using a release button located in the front office area or by other staff who have a lanyard/fob.

An inventory of issued lanyards is kept by the Site Manager and staff who leave employment at HFPS will be asked to return their lanyard for deactivation purposes.

Any lost lanyards should be reported to the Site Manager, also for deactivation purposes.

Free access has been enabled to the Hilary Smith wing to allow children and staff during morning and lunchtime breaks for toilets and first aid facilities as follows.

-Morning break from 10:30am until 10:45am

-Lunch break 12 noon until 1:15pm

Doors will automatically lock at the end of the above time zones and are operational by lanyard and exit button.

In the event of an emergency, all doors will automatically release on alarm activation or doors can be manually released by pushing the emergency breaker located next to the door release button.

A number of internal doors will be locked every night to help stop the ease of any intruder movement around the building.

Gate Security.

The vehicle gate and both Dinsdale and Tennison pedestrian gates are electronically secured and operated via lanyard access for staff or by using the intercom for visitors to gain entry to the site. All three intercoms are connected to the school office and games club for entry and push button for exiting the school grounds. These exit buttons are out of reach of the perimeter fence. All gates are covered by 24 hour CCTV. Both pedestrian gates are unlocked at 6:30am and locked at 6:30pm Monday to Friday. A combination padlock will be used for weekend lettings. Three high level gates that are situated within the school grounds are also locked at night to stop ease of movement around the site for any trespassers, intruders, vandals or person intending to cause criminal damage to the site.

Free access via the pedestrian gates for drop off and pick up times on weekdays is as follows.

-From 8:30am until 8:55 for morning drop off.

-11:30am until noon for part time nursery pick up.

-3pm until 3:30pm for afternoon pick up.

Pedestrian gates are manually checked after the above times.

The manual over-ride system for these gates is used by the Site Manager during school holidays to ensure that these gates remain secure.

During term time, the intercom system is manually operated by admin staff for visitors onto the site.



'adhoc' lanyards retained in the school.

These are located securely in the front office and are for use by visitors, contractors and service providers working in the school. One solely designated for emergency services use for entry and movement around the school. This is kept in the emergency folder along with site maps and keys to plant rooms and main electrical cupboard. The emergency folder is also kept in the front office and should be brought along and given to the person who will be meeting and guiding the emergency services at the vehicle gate.

Buildings and grounds.

Heavers farm primary School will take all reasonable efforts to control access to the building and grounds to prevent unauthorised access to children and staff.

The access control procedures are:

- All visitors are expected to use the main entrance which has additional access control and is controlled by admin staff.
- Designated entrances restricted for staff use only have access control.
- Unauthorised visitors will be challenged by all staff.
- Site Manager and admin staff closely monitor the movement of vehicles whilst present on the premises and are responsible for contractors on site.
- Contractors to comply fully with the site procedures at all times.
- Waste disposal vehicles have restricted access to the site to avoid times when children and staff are not present. Refuse collection is 5am every Tuesday.

A weekly check of the school's perimeter fence is carried out and any damage to the fence or ease of access into the site is identified then the site manager, arrangements for repair will be made immediately. Staff will report any damage that they notice to the site manager.

Control of visitors.

The control of visitors is a fundamental part of site security for the safeguarding of both people and property.

Our policy is that:

- Visitors must report to the front desk on arrival.
- Staff are encouraged to use designated meeting rooms when conducting interviews with visitors including parents and carers.
- Visitors are required to sign-in using the Visitors Book and made aware of their own safety, the schools safety procedure is located at this desk.
- Visitors are to be issued with a visitor badge to be worn at all times.



- Visitors will be accompanied to their destination by a member of staff.
- All of the above will be accompanied to the front desk to sign out and return visitor badges when leaving the site.
- Any person on site without photo ID or visitor's badge will be asked to accompany a member of staff to the front desk or asked to leave the site. Any refusal will be immediately reported to the headteacher or Site Manager.
- All acts of violence or aggression will be reported to the police.
- All visitors must not remove any items of school property without the express permission of site staff.

Casual access to the buildings by visitors including parents and carers via other entrances is to be strongly discouraged, with all staff directing visitors to the main entrance.

Supervision of Contractors.

Contractors and maintenance personnel will not always have been DBS checked, therefore they will not have unsupervised access during their visit and will be supervised as follows:

- Contractors will be expected to sign-in at the front desk and will be issued with an escorted visitor lanyard which should be clearly worn whilst on site.
- Contractors will park in authorised and pre-arranged parking areas only.
- Contractors will only carry out the work agreed and in during the times agreed.
- Contractors will be supervised by the site manager at all times.
- Contractors will comply with the contractors RAMS (Risk Assessment and Method Statement)

Security of the Buildings.

An intruder alarm is in operation and is set when the building is not in use, which is maintained by Abeera Ltd.

It is the site manager's responsibility to check at the end of every week day that:

- Every external door is locked.
 - Every window is closed.
 - Selected internal doors are locked.
 - Pedestrian gates and tall gates within school grounds are locked.
- any weekend lettings and late-night functions, for example, parent's evenings and leavers disco.

Arrangements will be agreed between the headteacher and site manager for the person acting-up due to absence to carry out the above.

It is the responsibility of admin staff and other staff who work with data protective and other secure documentation to ensure that at the end of their working day, all work areas are cleared and files are returned to designated secured lockable areas. Keys to these areas are to be kept secure.



The responsibility for unlocking the site on a daily basis at 6:30am is the site manager or the person acting up in the event of absence. Staff will be updated of opening and closing times during school holidays which will usually be between 9am until 4pm Monday to Friday< and when either the headteacher or site manager are in attendance.

The main key-holders are the headteacher and site manager, who should be responding to a Person Present call or if the intruder alarm is activated. Both live locally to HFPS and will communicate via mobile phone In the event of a call out and report their findings.

Cash handling.

Staff should avoid keeping cash on the premises whenever possible, a safe is available and will be locked at all times and accessed by designated staff only.

All staff should avoid handling cash in visible areas.

The safe key is detained by the Senior Finance & Staffing Officer (whereabouts known only by said person)

Valuable equipment.

Items of value including portable equipment with a value above £250 will not be left unattended in rooms where there is public access. Wherever possible, valuable items will not be left on show where they are visible from outside.

Vehicle movement.

The car park has been designated for site staff use and is accessible for authorised vehicle users only, via lanyard or fob or activation by school admin staff. All staff using the car park are advised at the point of induction that double parking across other vehicles, using the grass verges, using disabled bays and blocking emergency access is not acceptable and that if no bays are available, they are advised to park outside the premises.

The use of the car park is at the owners risk, the school cannot be held responsible for loss or damage.

To ensure that our children are kept as safe as possible, we do not let the use of the car park as a drop off, collection or waiting point. Parents and carers who themselves or have a child who attends the school with accessibility needs, should in the first instance inform the school that they will need to use the access facilities in the car park.



Cycle Storage.

Heavers Farm Primary School provides designated cycle storage areas for children and staff and are stored at owner's risk. The school will not be held responsible for loss or damage. 24hour surveillance of the cycle shelters is in operation and images are recorded using CCTV.

Personal Property.

Personal property will remain the responsibility of its owner. This includes both staff and children. Both are discouraged from bringing and valuable personal property to school.

Exceptions to this ruling are when parents and carers have expressed a wish that their child is in possession of a mobile phone for staying in touch with them at the end of the school day when the child will be making their own way home. In this exception, the school will 'look after' the phone in the school front office and this arrangement must be agreed prior to sending the child to school with a phone. It remains the responsibility of the child to collect the phone at the end of the day.

Risk Assessment and Review.

A security risk assessment will be completed and reviewed annually or sooner if deemed necessary. The findings will be used in the review of this Security Policy and shared with staff.