



St Margaret's CE VA Primary School: Site Security Policy

Policy Status: Draught

Date Implemented: June 2025

Date of Review:

Policy Author: Stuart Jones (Headteacher)

Approved by: Governing Body

1. Introduction

This policy outlines the procedures and guidelines for maintaining a secure and safe environment at St Margaret's CE VA Primary School. It applies to all staff, pupils, parents, visitors, contractors, and volunteers. The policy is underpinned by our school's Christian values of Respect, Responsibility, and Truthfulness, ensuring a welcoming and secure environment for all members of our community. It also aligns with our vision to "Learn to love, love to learn, strive to serve," by creating a safe space conducive to learning and personal growth.

2. Purpose

The purpose of this policy is to:

- Protect pupils, staff, visitors, and school property from potential threats, including intruders, vandalism, theft, and violence.
- Ensure a safe and secure learning environment where pupils can thrive academically, socially, and emotionally.
- Comply with all relevant legislation and guidance related to school security, including safeguarding requirements.
- Promote a culture of vigilance and shared responsibility for site security among all members of the school community.
- Address the OFSTED requirement for a safe and secure environment.

3. Legal Framework and Guidance

This policy is informed by and complies with the following legislation and guidance:

- The Education Act 2002
- The Children Act 1989 and 2004
- Keeping Children Safe in Education (latest version)
- Counter-Terrorism and Security Act 2015 (Prevent Duty)



- General Data Protection Regulation (GDPR) 2016
- Health and Safety at Work Act 1974
- Guidance from the Department for Education (DfE) on school security.
- Sandwell Local Authority's guidance on school security.
- Catholic Schools Inspectorate Inspection Handbook.

4. Roles and Responsibilities

- **Governing Body:** Responsible for ensuring that the school has a comprehensive and effective Site Security Policy in place and for monitoring its implementation.
- **Headteacher:** Responsible for the overall implementation of the Site Security Policy and for ensuring that all staff are aware of their responsibilities.
- **Designated Safeguarding Lead (DSL):** Responsible for ensuring that safeguarding considerations are integrated into all aspects of the Site Security Policy.
- **School Business Manager/Site Manager:** Responsible for managing the physical security of the school site, including access control, and alarm systems.
- **All Staff:** Responsible for being vigilant, reporting any security concerns, and following the procedures outlined in this policy.
- **Pupils:** Responsible for following school rules and reporting any concerns to a member of staff.
- **Parents/Carers:** Responsible for supporting the school in maintaining a secure environment by following school procedures and reporting any concerns.
- **Visitors/Contractors/Volunteers:** Responsible for adhering to the school's security procedures and wearing identification at all times.

5. Implementation Strategies

5.1 Physical Security Measures

- **Access Control:**
 - The school operates a controlled access system
- **Perimeter Security:**
 - The school perimeter is regularly inspected to identify and address any security weaknesses.
 - Fences and gates are maintained in good repair.
- **Alarm Systems:**



- The school has an intruder alarm system that is regularly tested and maintained.
 - Key staff are trained on how to activate and deactivate the alarm system.
- **Security Lighting:**
 - Appropriate security lighting is in place and maintained.
- **Safeguarding:**
 - All staff are aware of safeguarding procedures.
 - All visitors are made aware of safeguarding procedures.

5.2 Security Procedures

- **Reporting Suspicious Activity:**
 - All staff, pupils, and visitors are encouraged to report any suspicious activity or security concerns to a member of staff immediately.
- **Lockdown Procedures:**
 - The school has a clear lockdown procedure in place, which is regularly (practiced at least annually).
 - All staff and pupils are familiar with the lockdown procedure.
- **Emergency Evacuation Procedures:**
 - The school has clear emergency evacuation procedures in place, which are regularly practiced- Fire drills termly.
- **Bomb Threat Procedures:**
 - The school has a procedure in place for responding to bomb threats.
- **Dealing with Intruders:**
 - The school has a procedure in place for dealing with intruders on the school site.

5.3 Training and Awareness

- All staff receive training on site security procedures as part of their induction.



5.4 Specific Considerations

- **Pupil Premium Pupils:** Ensure security measures do not disproportionately affect access to education or create barriers for pupil premium pupils.
- **SEND Pupils:** Ensure security measures are accessible and do not create additional barriers for pupils with SEND. Adaptations may be needed for evacuation procedures and communication. As OFSTED stated, pupils with SEND are well supported in lessons.
- **Early Years:** Given the OFSTED feedback on the Early Years provision, ensure that security procedures are age-appropriate and do not cause undue anxiety for young children. Review procedures to ensure staff are well-trained in supporting children during drills and emergencies.
- **COVID-19:** Continue to adapt security measures as needed in response to the ongoing COVID-19 pandemic, including hygiene protocols and social distancing measures.

6. Monitoring and Review

- The Site Security Policy will be reviewed annually by the Governing Body, in consultation with the Headteacher and other relevant stakeholders.
- The effectiveness of the policy will be monitored through regular audits, incident reports, and feedback from staff, pupils, and parents/carers.
- Any necessary revisions to the policy will be made in light of the monitoring and review findings.
- The policy review will consider any changes in legislation, guidance, or best practice.

7. Related Policies

This Site Security Policy should be read in conjunction with the following related policies:

- Safeguarding Policy
- Child Protection Policy
- Health and Safety Policy
- Behaviour Policy
- Anti-Bullying Policy
- Visitors Policy
- Data Protection Policy
- E-Safety Policy

8. Policy Dissemination



This policy will be made available to all staff, pupils, parents/carers, visitors, contractors, and volunteers through the following means:

- School website
- Staff handbook
- Parent handbook
- School notice boards
- Induction programmes
- Training sessions