Site Security Policy

St Agnes C of E Primary School

Approved by:	Mrs Sue Gittins
Last reviewed on:	September 2026
Next review due by:	September 2027

Site Security Policy

Our Vision and Mission Statement

'Learning together in God's Love'

St Agnes is an inclusive Christian family, we want our children to:

- Learn together with respect, patience and kindness
- **Treat each other as they would like to be treated (Matthew 7v12)**
- Flourish in education and friendships
- **Live life in all its fullness (John 10v10)**
- Be proud of themselves and others
- Ensure everyone is treated equally

Through the range of experiences we offer to all our pupils we encourage an understanding of the meaning and importance of faith and promote all the Christian Values. We particularly focus on Responsibility, Creativity, Forgiveness, Perseverance, Hope, Thankfulness and Friendship. These Christian values form the basis of our vision and are embedded throughout our school life and underpin all our teaching.
St Agnes is a small school that supports our community by providing an education of the highest quality within the context of Christian belief and practice. We work closely with our families to ensure they are fully supported and cared for

We expect everyone at St Agnes C of E Voluntary Aided Primary School to follow 'The Great Expectations' –

Be Safe
Be in the right place at the right time
Do your best
Handle your emotions
Use appropriate language
Cooperate
Respect everyone and everything

Our aims are:

1. To help make the children and all those who work in the school feel safe and secure.
2. To focus strongly on personal awareness and responsibility.
3. To meet the latest recommendations of the DCSF & Government guidelines and the advice of the LA.
4. To identify and minimise risk as far as is practical and sensible.
5. To control access to and movement within the school and its grounds by people and vehicles.
6. To respond effectively and in good time to identified security issues.
7. To review our policy on bi-annual basis or more often if events dictate.

Scope
This policy covers the following areas:
1. Site access, general building security, movement around and outside of the school.
2. Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
3. Offensive weapons.
4. Identified threats to the safety and well-being of the school community from those with criminal intent, including drug dealers.
5. Visitors, contractors, helpers or other persons involved with the children.
6. Computer data security.

Health & Safety is the subject of a separate policy document.

Fire procedures are laid out in the Fire Management Plan.

Roles and Responsibilities

All staff

Staff should:
1. Support the head teacher in implementing this policy.
2. Report any shortcomings to management.

Headteacher

The Headteacher shall:
1. Implement the security policy and any action plan approved by the Governors.
2. Ensure staff members have a clear understanding of their particular responsibilities.
3. Take day to day operational decisions.
4. Consider particular risk situations (e.g. home visits, lone working).
5. Consult with local professionals as appropriate (e.g. police, road safety workers, etc.).
6. Provide appropriate information to pupils, parents and visitors.
7. Monitor and review security measures.
8. Review the policy and update the governing body as needed.

Governing Body

The governing body shall:
1. Review and approve the security policy and any action plan for the school.
2. Ensure arrangements exist for measures to be monitored and reviewed.
3. Determine expenditure priorities.

Pupils, Parents, Community Users and Visitors

Pupils, parents, community users and visitors will be:
1. Expected to respect the measures taken by the school to improve and ensure security.

2. Encouraged to report ideas and problems to the staff or Governors or both.

Active Security Measures

Physical Measures

St Agnes C of E Primary School is on a single site. There are two main entrances to the school.
These are referred to as:
1. The Main Front Pedestrian Entrance, which gives pedestrian access from Thornley Lane ;
2. The Large Pedestrian Gate , which that gives pedestrian access from Knolls Lane Both of these are used extensively by both parents and pupils.

The school uses the following physical security measures:

1. Sign-posted entry to ensure all visitors report to reception.
2. All visitors are required to sign in and out with reception.
3. Identification badges for visitors and helpers.
4. All door and window locks comply with LA standards and are reviewed regularly.
5. Doors leading into the school and offices from the reception area have electronic controlled access. Other external doors have keypad locks. No member of staff should admit an unknown person unless proof of identity has been obtained.
6. Outside normal hours the school has an electronic security alarm activated.
7. The main gate is locked at 9.00am and opened at 3.00 pm

Security of the Building

- An effective intruder alarm is in operation. This is always set when the school is not in use which is monitored by The Alarming Company.
- First response patrol during the evenings at weekends and during school holidays.
- Security lights are on whilst the premises are occupied after dark.

Appendix 1 lists the key holders who are responsible for the security of the building.

- It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

The last key holder to leave the premises is responsible for securing the building if they leave after the Caretaker.

Alarm Call-Outs

If a key holder is contacted as a result of a ‘Person Present’, they will wait in the outside car park until the police arrive. If necessary, additional key holders should be contacted for support.

Car Parking and Vehicle Movement

Parking is not allowed on the school site. A specific risk assessment for contractors, Church or STARS events must be provided before access will be allowed. Emergency vehicles will be allowed on site when required.

People Management

The school acknowledges the concerns of all parents for the welfare of their children and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with the children, and the Governing Body and the teaching staff take this aspect of the management of the school extremely seriously. The following rules apply to all individuals who come into contact with children:

1. All staff are fully vetted before joining the school team. This includes the taking up of references and checks with the Disclosure Barring Service (DBS) on criminal records for any offence.
2. A single central register of security incidents will be maintained by the Office manager/ HT
3. All regular volunteers and parent helpers are checked with the DBS before working unsupervised with children.
4. Visitors at the school are obliged to wear identification badges. Children are instructed on what to do when they encounter an unidentified stranger.

Caretaker

It is the responsibility of the caretaker to check daily that:-

- all locks and catches are in working order
- The daily, weekly and monthly site checks are completed and recorded
- the security system is working properly

and before leaving the premises, to check:-

- all the windows are closed
- the doors are locked and secure
- the security alarm is set
- all gates are shut.

Headteacher

It is the responsibility of the Headteacher to ensure the performance of the above functions in the absence of the Caretaker.
In addition, the Headteacher or in their absence, a member of the Leadership Team is responsible for the security of the premises during the school day.

Lone Working

Ideally, staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. Indeed, staff should carefully consider if they really need to be on site at all outside of reasonable hours as it is important to preserve a ‘work – life balance’.
Any teacher, admin staff or teaching assistant wishing to work outside of normal school hours should try to ensure that at least one other colleague is

also on site – ideally within 'hailing distance', or with both parties having mobile phones programmed with each other's numbers. If a member of staff arrives at school outside of normal school hours and finds another colleague is already in the building, they should let them know that they are on site. If a member of staff is about to leave the building, and just one or two other colleagues are remaining on site, they should let them know they are going.

However, if a member of staff chooses to work alone on site they should take these precautions:

- Do not work at heights on a ladder or steps.
- Do not go into lofts or any other space in which you might become trapped.
- Do not do any tasks involving hazardous tools or materials.
- Avoid working outside of the main building.
- Lock the doors and close the windows to prevent intruders.
- Know the location of the nearest fire exit and how to open it in an emergency.
- Know the location of the nearest first aid kit.
- Carry a mobile phone.
- Cars should be parked close to the entrance.
- When leaving, limit the amount you are carrying to have one hand free.
- Ensure someone knows where you are and when you intend to leave the school. Arrange to telephone them when you are leaving.
- If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the police.
- If you become aware of intruders or vandals, do not challenge them. Instead, call the police.
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious.
- When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

Pupil Supervision

Arrivals

Children should not arrive on site until 8:30am unless they are attending a supervised activity/ responsibility post and have permission to be in school before this time. The school office is manned from 8.30 am.
Pupils should enter school through the appropriate entrance and then line up in the nominated place when the bell is rung at 8.40am. On lining up children will be supervised by members of staff and escorted to their respective classrooms.
All children who arrive after 8.50 am must report to the School Office.

In exceptional circumstances (SEND) any children arriving by taxis will be escorted into the school by the taxi driver. They will ensure that the children are safely in the building before leaving.

Supervision on School Grounds

1) During the school day all children are supervised when in the playground. This is by teachers and support staff at morning break and by mid-day supervisors at lunchtime.

2) There should always be two people out with a class during games or outdoor PE.

3) At playtime and lunchtime, staff should wander around the designated areas as indicated on the duty list. Staff should be vigilant at all times and should not stand talking together.

4) Personal use of mobile phones while supervising children on the Playground and in the school building is prohibited.

Leaving School at the End of the Day

Parents are permitted to wait in the playground.
Class 1 parents can wait in the small playground.
Class 1 children are collected from their classroom with the Class teacher / staff allowing the children to leave the room once the correct person has been identified.
Class 2 children are dismissed from the fire exit into the large playground.
Class 3 & 4 children leave through the identified door onto the small playground.
At 3.15pm children are:

- collected by a known adult
- or walk around the school to meet with a known adult contact either in the large playground or by the pedestrian gate
- or leave the school and walk home by themselves, if parents have let the School know in writing.
- or walk to KLASS in the school hall.

Children should always wait inside the school perimeter fence.
Parents must let the school know if an older sibling from St Agnes C of E Primary School is to collect a younger brother or sister, from another class.
If the adult who should be collecting a child has not arrived, the teacher should ask the child to return to the classroom. A teacher or member of the office staff will telephone to see what the delay might be. The child remains in the reception area until an adult arrives to collect them.
Parents must inform the school either in writing or by informing the School Office in the morning in person or ASAP by telephone, if they wish their child to be collected by another person. If this is the case a suitable password has to be set up between the school and the alternative adult who is picking up that child.

Leaving School during the Day
No child is allowed out of school during the day for an appointment unless a known adult arrives to collect them from the school office. The departure and return of the pupil is logged by office staff.

Trespass and Nuisance
In the first instance, staff should consider the level of risk. Then in the company of another member of staff, may approach an unauthorised member of the public. If pupils are outside, it might be necessary for the Coming In procedure to be followed. However in any case where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, verbal abuse of pupils or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the school will always refer to the police.

Serious Incidents or Threats

In the event of any serious incident staff should:
1. Stay calm.
2. Minimise the risk to yourself, the children or others.
3. Seek help as soon as possible
4. The general policy is:
a. The welfare, security and protection of the children, staff and visitors will take precedence over any other action required to contain the situation.
b. The Headteacher or other senior member of staff must be informed. This person will then decide what action to take, which may involve contacting parents or the police.
After any such event, a detailed report will be prepared by a nominated individual for presentation to the governing body. If required an emergency meeting will be held by the governing body to review, make recommendations and take appropriate action.
Statutory bodies such as the Police, LA, etc. will be informed and consulted as required.
The school will seek to follow best practice guidelines in its response and handling of threats and incidents, according to the “Critical Incidents: Guidance for Schools” publication.

Offensive Weapons
The Headteacher has discretion to determine what an offensive weapon is or what may cause harm if worn or brought to school, and to ban it. Any appeal against the Headteacher decision will be considered by the governing body.

Theft and Burglary
Schools are not immune from burglary or from theft of belongings, monies and personal items of pupils. The school takes an active stance on this with items of high value “security marked” and the banking of all monies such that large sums are not left on the school premises.

Valuables left on school premises are stored in a floor mounted safe. Suitable locks are used on doors and windows.
The school actively encourages personal security awareness. Pupils and staff are discouraged from bringing in items of value. Any incident of theft is investigated. Mobile phones belonging to pupils are not allowed and should not be brought into school. If they are, they will be handed to the Office Manager and stored in a labelled envelope in the office. The school will not take responsibility for loss or damage to phones.

Aggression towards staff, pupils or other parents
Violence or aggression both: verbal or physical towards anyone is not accepted on or around school grounds. If an adult does not behave calmly and appropriately the Headteacher may take the decision to ban the parent or carer from the school premise.
If this decision is made the parent will be informed in writing and a ban letter will be issued.
The Governing body and the police will be informed of this decision.

Curriculum Activities

Children will be made aware of security issues at the appropriate level through a series of school based activities. They will be:
1. Encouraged to be security conscious e.g. never open external doors to adults other than staff.
2. Encouraged not to approach any adult they don't know but to tell a safe adult.
3. Taught how to take care of themselves and others.

All the above issues are covered in the Personal Social and Health Education (PSHE) curriculum guidelines. The school takes advantage of any opportunity to heighten children's awareness.
Children will be listened to and their fears and concerns respected.

Security of Equipment

All items of equipment in the school are the property of the school and as such must be kept well maintained and secure at all times. The school uses a Security Labelling System to mark valuable pieces of equipment. Teachers are permitted to take their class laptop out of the building but they are required to sign a form accepting responsibility for it. If a member of staff wishes to borrow other pieces of equipment full details must be recorded on the correct form . If an item is damaged whilst it is in the possession of a member of staff, repairs will be the responsibility of the staff member. All equipment of significant value is recorded in an inventory.

Computer Data Security

It is important that computer data used in administration is secured, as far as is practical and reasonable, from accidental or malicious damage or loss. To this end:

1. Computers used in the school will be equipped with up-to-date anti-virus software.
2. Frequent backups will be taken of important data, to minimise the downtime on system failure.

Lockdown Policy

If there is a need to evacuate the children from the playground due to a potential threat, the following action will be undertaken:

- If it is safe to do so, the teacher/MDS should send another adult, with a message to the office and the staff room .
- The lockdown bell should be rung and the children asked to stand still. Staff on duty should then move the children away from the possible threat. The children should then be sent in through the safest route possible. This may be via the fire doors as well as the playground entrance/exit doors.
- Playground staff should ensure all doors are locked behind them as they enter school.
- Upon receiving a message either at the staff room or at the office, it is the responsibility of all staff to take action. Without putting themselves in danger, all staff should support the staff on the playground duty by collecting children and ensuring that all children head to their classrooms.
- All external classroom doors must be locked. If a class has internal blinds, these should be released
- Office staff will alert all senior staff who will conduct an emergency risk assessment as to the danger of approaching the person or means of the threat.
- The relevant emergency services will be called by the office staff.
- At no time should the children be allowed to leave their classroom with out an adult being present.
- Children may need support and may need to talk about what they have seen.
- Staff should be advised of the support offered by Employee Support Line, if they are affected by the events.
- Once all the children are safely in, the Headteacher or in her absence, a member of the Leadership Team, will contact the County Offices as per the instructions given out in the Risk Assessment file.
- Parents will be informed in a sensible and supportive manner.

Data Audit For This Policy					
What ?	**Probable Content**	**Why ?**	**Who ?**	**Where ?**	**When ?**
Registration / Admissions Data	Information of incidents Logs of children	Legally Required To For Admission To School Well-Being of Your Child Communication	All Staff (Where Necessary)	Initially Completed On Paper Then Entered Onto School's Information Management System Paper Version is Shredded	Held On File Throughout Child's Time At School Computer Retains Copy of Records in 'Archive'

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
	✓	

Appendix 1

Key Holders

Oldham MBC First Response
Mr Jason Taylor – Site Manager
Miss Sarah Butterworth – Headteacher
Mr Kevyn Taylor – Senior Teacher
Miss Katie Hall – KLASS Leader
Mr Neil Crook – Church Warden
Mr Barry Radcliffe – Scout Leader
Mrs Carol Bolger – Brownie and Guide Leader
Mrs Ruth Bayley – Business Manager
Revd Kirsten Stott - Vicar