Tanfield Lea Community Primary School

Security Policy and Procedures

Opening Doors, Enriching Lives

Head Teacher: Mark Temple
Chair of Safeguarding Committee: Vicki Burnett

Date: September 2026
Date for Review: September 2027

Policy Statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Tanfield Lea Community Primary 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 children 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 and safety governor monitoring performance on their special interest visits.
- Via the Head Teacher's 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 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 children, 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	Safeguarding 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	Caretaker	Close gates at 8.50-9.15 am and at 3.00-3.30 pm
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences)	Caretaker	Part of normal duties to check physical integrity of security devices
Control of visitors	Admin Staff	Ensure visitors identity checked and are signed in and issued with badges
Control of contractors	School Business Manager/Caretaker	Ensure identity checked and are signed in and issued with badges
Security of money etc	Admin Staff	All monies locked in safe until banked
Security risk assessment	Head Teacher/School Business Manager	Review annually and inform governors of findings to use as part of policy review

Children
Children will be encouraged to exercise personal responsibility for the security of themselves and others. Children will co-operate 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 and 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 profiles, records of which are kept in the school's risk register.

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 sharing use of the building.

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

Controlled Access and 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.

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. Tanfield Lea Community Primary 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 children 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. Only authorised visitors allowed access via intercom on wall outside.
- All doors cannot be opened from the outside when the children are in school.
- The site to the main reception is closed to traffic from 8.00 to 9.10 am and from 2.30 pm to 3.00 pm.
- Signage on gates direct visitors and delivery drivers to report to the main entrance.
- Unauthorised visitors will be challenged by staff.

Grounds
The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.
- Rear playground – fenced in on all sides by a 6ft fence.

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 office on arrival.
- The entrance lobby is secured by access control doors.
- All visitors sign using the Sign-in App located in the lobby and are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person that is not school staff. All staff wear an identity badge.
- Any person on site without a badge will be asked to accompany a member of staff to the office or asked to leave the site.
- Any refusal will be reported immediately to the Head Teacher. 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 will be given appropriate information on the school's health and 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:
Playground
Children are always supervised in this area and access is controlled. Visitors are challenged, if required.

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, this area is supervised from 8.40 to 8.50 am. Parents have been informed of these arrangements and wait with their children until the gates open at 8.40 am. Once all the children are in school, the gates are locked until parents collect their children from 3.05 pm.

Our security arrangements also include the handover arrangements for the start and end of the school day. These are displayed on the school website and shared with parents by e-mail.

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 below:

Breakfast Club and After School Club is manned and supervised by members of Tanfield Lea Community Primary School staff who control access and know not to allow visitors into the rest of the school building.

Supervision of Contractors
Contractors and maintenance personnel will not always have been DBS checked and if this is the case, they should not have unsupervised access to children. They will therefore be controlled as follows:
- All will sign in via the electronic signing in system, 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/Cleaners on arrival at work in the morning and are locked again at 6.15 pm. They remain locked all night and at the weekend. The gates to the main entrance are closed to vehicles from from 8.00 to 9.10 am and from 2.30 pm to 3.00 pm.
- **Side pedestrian gate** – only unlocked by the Caretaker from 8.40 to 8:55 am and from 3.00 to 3.30 pm.
- **Main building** – all entrances, except the main reception, are locked by the Caretaker at 9.00 am and only unlocked at break and lunch times to allow access and egress to playgrounds.
- **Lower School** – unlocked at 8.30 am and locked again at 4.00 pm. It is not practical to lock these doors during the day as pupils require access at lesson changes. Pupil are supervised at these times.

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 the school informs people of this.

Cash Handling

The school avoids keeping cash on the premises wherever possible. Cash handling undertaken in the main office, out of visible sight. All money received in school is kept in a safe until collected by Loomis.

Valuable Equipment

All items above the value of £100 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 pupils' personal property. Both are discouraged from bring 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.

Children who are allowed to bring mobile phones to school are handed into their teacher at the beginning of the school day and kept with them until they leave school at the end of the day.

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 held by Mrs Dixon in the school office. Parents must complete a medicine consent form if they wish staff to administer the medicine.

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/School 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's School Health and Safety Policy and 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 governing body.

Governors will monitor performance via the Head Teacher's termly report to governors and when visiting school.

This policy will be reviewed annually by the Head Teacher/School Business Manager.