



Townlands C of E Primary Academy

Security Policy

Approved by: Rachael Johnson (Chair of Governors)

Date: March 2026

Next review due by: March 2027

SECURITY POLICY and PLAN

POLICY STATEMENT

- The academy recognises and accepts their responsibility to provide a safe and secure environment for children, employees and visitors. The academy's security procedures will operate within the framework described in this policy.
- Where appropriate the Academy will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Academy will provide staff with enough resources, information and training to implement the security procedures.
- The Academy 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.

ROLES AND RESPONSIBILITIES

At Townlands Primary Academy the policy is monitored on an annual basis and updated/changed relating to security issues from the school. School security is shared between the Governing Body, Headteachers and the Site Manager.

Role of the Governing Body

The Governing Body is responsible for monitoring the Security Policy and its implementation.

Role of the Headteacher

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities
- staff training needs are kept under review and training undertaken, as necessary
- parents are informed of the Security Policy and encouraged to assist the school by fully complying with security requirements
- formal risk assessments are conducted by the relevant staff member and updated as necessary
- routine security checks are carried out on an on-going basis, by the Site Manager
- Any aggression/crimes will be reported to the police

Role of the Site Manager

- All staff inductions will be undertaken by the Site Manager and will be recorded on the employees training profiles. Records of which are kept in the school's Risk Register
- To undertake responsibility for the supervision of the site and the maintenance and security of the buildings
- To develop and oversee effective security systems and procedures throughout the building and premises

- Carry out emergency security repairs where possible or contact the appropriate contractor
- Report to the Headteacher any faults, defects or issues relating to the security of the site

Role of Staff

- All staff will comply with this policy and the arrangements made by the Headteacher/Site Manager to ensure the safety of children, employees and others on the school site

Role of Children

- Children are encouraged to be personally responsible for security of themselves/others
- Breaches of the school security arrangements are a breach of the school's Behaviour Policy

GUIDELINES FOR SCHOOL SECURITY OF PUPILS, STAFF AND VISITORS

Security Strategies in School

Staff

- staff based in school are the only staff to have a photo security card
- staff to contact the School Office or senior staff in an emergency
- staff to have meetings with parents/carers with planned appointments (wherever possible)
- all staff must challenge visitors who are not wearing a visitors' badge

Visitors

- all visitors, including contractors, to come to main office entrance, report to the school office staff, sign in to the school visitor system and wear a visitors' badge throughout their time on the school site
- parents/carers must make pre-arranged appointments to visit staff and shall be required to sign into the school visitor system on arrival and wear a badge during their time in school
- all other services (SEN Teams, ICT Advisor, coaches etc) based in the School must sign into the school visitor system
- parents/carers to be reminded of our security strategies where necessary, through Newsletters and email

Hardware

- The main gate entrance to school is controlled electronically
- Internal doors of classrooms and offices should remain closed
- All rooms containing equipment that may pose a risk to be put away out of view
- All windows to be secured at the end of the day

Outside School

- school gates to be kept closed at all times except when opened by front office
- school gates opened only for deliveries and walk in parents/carers and operated via front office

- staff to challenge any person within the school grounds who is not wearing a visitor badge

Buildings

The Academy 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 entrance to the office and academy is controlled by a Paxton door entry system.
- There are only 4 key holders – Co Headteacher x 2, Site Manager, Co Office Manager x 1
- Classroom with doors leading to the outside cannot be opened from outside as they are fire doors and are kept locked, these can only be open from inside
- Staff escort pupils out from the classroom door, where they are collected by parents and carers, except years 5 and 6 who are allowed to come to school and leave at the end of the day unescorted
- Reception (EYFS) entrance/exit is supervised at all times by foundation staff, and their gate into the playground is kept locked and only open at 8:35-8.40am and opened again at 3:05pm-3:15pm to allow collection of the children

Grounds

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

- School buildings – security fencing around buildings and locked gates on to school
- School fields – security fencing around perimeter to prevent general public from coming onto school grounds
- Main car park – access is necessary for pupils, however anyone in the car park not known to us will be challenged by staff

Early Years Outside Areas

As pupils require access to the outside areas at all times the academy have ensured that a secure outside area has been provided with a suitable perimeter fence. This has fixings that prevent an early year's pupil opening the gate to exit this area without staff supervision.

SECURITY OF EQUIPMENT/SECURITY STRATEGIES

Inside School Building

- all expensive, portable equipment to be stored in a secure location at the end of the school day
- all such equipment to be recorded in the school's asset register
- the infra-red intruder alarm system to be in operation when the school is closed
- where staff wish to borrow expensive, portable, equipment they must obtain permission from the Headteacher and must record this on the relevant loan form

Outside School Building

- security fencing to the front and side of the school to prevent intrusion. This is checked by the site manager as part of his duties.

End of Day

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

- Staff are on duty from 8.40 am in the morning
- At 3.05pm Staff wait until all children have been collected. Any child who is not collected is taken to the office and parents telephoned.

SECURITY OF STAFF, VISITORS, PUPILS AND EQUIPMENT DURING WHOLE - SCHOOL EVENTS

Parents' Visiting

- parents to stay in the designated room during the session and not to enter any other parts of school other than to enter and exit the building unless accompanied by a member of staff.

Fundraising Events

- all rooms apart from those required to be out of bounds
- all personal belongings to be stored in locked or put away in cupboards, the Academy will take no responsibility of loss of belongings
- during external events including sports matches, productions, summer and winter fete etc, internal doors by toilets to be available so people have access to toilet facilities only, without having access to the rest of the school building

MONITORING OF STRATEGIES

- informally through verbal reports from staff and visitors
- formally through meetings of the Health and Safety committee and, when necessary, full Governing Body meetings.

All staff to take shared responsibility to ensure the security strategies are implemented.