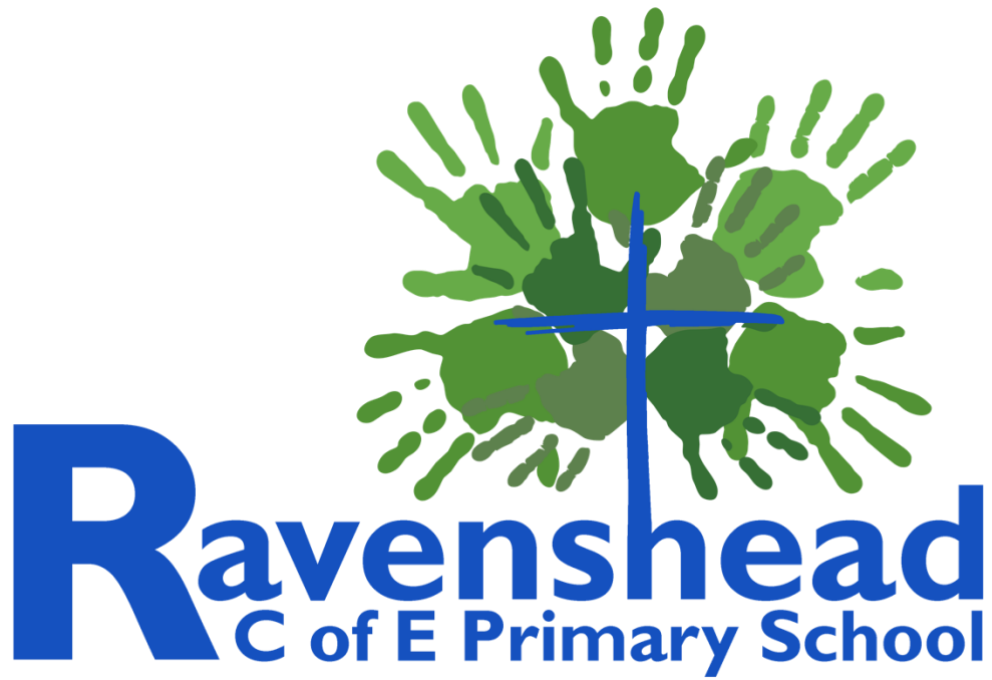




SECURITY POLICY

This policy was last reviewed:

September 2026

This policy will be reviewed:

September 2027

Source:

School

Our School Vision

Our school vision is based on the theme of '**Taking Care**'. We strive to encourage our children, staff and wider community to 'take care' of one another through the core Christian Values of:

Kindness, Hope, Courage and Respect.

Our vision is inspired by the words in Corinthians:

“Let love and kindness be the motivation behind all that you do.”

(1 Corinthians 16.14)

Ravenshead C of E Primary School is committed to valuing diversity and to equality of opportunity. In biblical tradition, children in particular are seen to hold a special place in the priorities of God. Furthermore, we hold to the foundational belief that all people are created in God's image and are intrinsically valuable. Everyone should be treated as fundamentally precious, irrespective of behaviour, achievements or potential.

Therefore, we aim to create and promote an environment in which pupils, parents/carers and staff are treated fairly and with respect and feel able to contribute to the best of their abilities. The school's biblical foundation provides a model of Christian community described as the 'body of Christ', in which everyone has a part to play, and everyone without exception has God-given gifts which are to be used for the benefit of others.

Introduction

At Ravenshead C of E Primary School, we aim to provide a supportive, caring, and friendly environment which allows all our pupils to learn in an atmosphere which is focussed on improving their life chances and helping them to maximise their potential. We expect our pupils to act safely, and feel safe, in and outside of school – we do not tolerate any form of bullying, and we are committed to preventing and tackling it. We recognise that as children learn and grow together, they may experience fallouts with their peers, but we are committed to supporting our pupils to resolve these 'relational conflicts' and stop them from progressing to bullying behaviours. If an incident of bullying does occur, we believe our pupils, parents/carers and staff should feel confident in reporting it and know that all incidents will be dealt with promptly and effectively. Bullying will never be tolerated at our school.

At Ravenshead C of E Primary School, we encourage open discussions around differences between people, we actively challenge prejudice, and we celebrate diversity. We adopt a contextual safeguarding, trauma-informed and strengths-based approach to bullying and child-on-child abuse, and we are committed to working with families and outside agencies where appropriate.

1. Policy Statement

Ravenshead C of E Primary School is committed to providing a safe and secure environment for pupils, staff, governors, volunteers, contractors and visitors. Effective security arrangements support the school's safeguarding responsibilities and help protect people, property, information and assets.

This policy sets out the procedures and expectations for maintaining the security of the school site and ensuring appropriate responses to security incidents.

2. Aims

The school aims to:

- Protect pupils, staff and visitors from harm.
- Prevent unauthorised access to the school site and buildings.
- Safeguard school property and assets from theft, damage or misuse.
- Support safeguarding by ensuring robust visitor management procedures.
- Protect sensitive information and data.
- Ensure all members of the school community understand their role in maintaining security.

3. Roles and Responsibilities

Headteacher

The Headteacher is responsible for:

- Implementing this policy.
- Ensuring security procedures are followed.
- Investigating security incidents.
- Reporting significant incidents to governors and relevant authorities where necessary.
- Ensuring risk assessments are completed and reviewed.

Site Manager

Responsible for:

- Opening and securing the site daily.
- Maintaining locks, gates, alarms and security systems.
- Carrying out regular security checks.
- Reporting defects or concerns promptly.

Staff

All staff must:

- Challenge unknown adults appropriately.
- Follow signing-in procedures.
- Ensure doors and gates are secure.
- Report suspicious behaviour or security concerns immediately.
- Protect confidential information.

Governors

Governors will:

- Monitor security arrangements.
- Ensure legal and safeguarding responsibilities are met.
- Review security incidents and policy effectiveness.

4. Site Security

The school will:

- Maintain secure perimeter fencing and gates where practicable.
- Keep external doors secured when not in use.
- Control access through designated entrances.
- Ensure emergency exits remain unobstructed whilst secure from external access.
- Conduct regular security inspections of the site.

School gates are locked during the school day subject to fire evacuation requirements.

5. Visitor Management

All visitors must:

- Enter through the main reception where possible.
- Sign in using the school's visitor management system.
- Wear a visitor badge at all times.
- Be escorted where appropriate.
- Sign out before leaving the site.

Visitors who fail to comply with security procedures may be asked to leave the premises.

6. Contractors

Contractors working on site must:

- Complete a contractor induction with the Site Manager.
- Sign in and out.
- Provide identification when requested.
- Follow safeguarding and security requirements.
- Wear appropriate identification.
- Remain within authorised work areas.

DBS status and safeguarding arrangements will be verified before work commences.

7. Management of Unknown or Unauthorised Persons

Any member of staff who encounters an unknown adult should:

1. Politely approach and ask if assistance is needed.
2. Confirm the individual's purpose on site.
3. Direct them to reception if they have not signed in.
4. Inform a senior member of staff if concerns arise.

Where an individual refuses to comply, staff should seek senior leadership support immediately.

If necessary, the police will be contacted.

8. Collection of Pupils

The school will:

- Maintain clear procedures for pupil collection.
- Verify any unplanned changes to collection arrangements.
- Follow safeguarding procedures where collection arrangements present concerns.
- Retain emergency contact information.

Children will only be released to authorised adults unless alternative arrangements have been agreed.

9. Physical Security Measures

The school uses:

- Secure locks.
- Key control systems.
- Intruder alarms.
- Security lighting.

- Access control systems.

10. Key Security

Keys and access fobs must:

- Be issued only to authorised personnel.
- Not be labelled with school details.
- Be stored securely.
- Be reported immediately if lost or stolen.

The school reserves the right to change locks or access permissions following the loss of keys.

11. Information Security

Staff must:

- Lock computers when unattended.
- Protect passwords.
- Store confidential documents securely.
- Dispose of sensitive information using confidential waste arrangements.
- Follow the school's Data Protection and Acceptable Use policies.

Data breaches must be reported immediately to the Data Protection Lead, Sophie Keightley.

12. Out of School Hours Security

When school activities take place outside normal hours:

- The responsible member of staff must ensure the site remains secure.
- Visitors must be supervised where required.
- Access should be restricted to agreed areas only.
- Buildings must be checked and secured when activities finish.

13. Security Incident Reporting

Examples include:

- Trespassing.
- Unauthorised access.
- Theft.
- Vandalism.
- Aggressive behaviour.
- Lost keys.
- Suspicious activity.

All incidents must be reported promptly to the Headteacher and recorded according to school procedures.

Where appropriate:

- Parents will be informed.
- Governors will be notified.
- Police will be contacted.

14. Emergency and Critical Incidents

The school will maintain procedures for:

- Lockdown.
- Evacuation.
- Missing children.
- Intruders on site.
- Violent incidents.
- Terrorist threats.

Staff will receive appropriate training and periodic drills will be conducted.

15. Training

All staff will receive:

- Security awareness training.
- Safeguarding training.
- Lockdown and emergency procedure briefings.
- Induction training covering school security procedures.

16. Monitoring and Review

This policy will be reviewed annually or sooner following:

- A significant security incident.
- Changes in legislation or guidance.
- Changes to school premises or site arrangements.

This policy should be read alongside the school's **Safeguarding and Child Protection Policy, Health and Safety Policy, Lockdown Procedure, Data Protection Policy, Emergency Plan and Visitor Policy.**

Appendix 1: Staff Security Checklist

Daily staff responsibilities:

- Challenge unknown adults appropriately.
- Ensure external doors remain secure.
- Wear staff identification.
- Lock confidential documents away.
- Report defects, suspicious behaviour or incidents.
- Follow visitor procedures.
- Protect passwords and sensitive information.
- Check classrooms and workspaces are secure when leaving.