



July 2025

Great Moor Junior School

Security Policy

Introduction

This document identifies the key elements of Great Moor Junior School's security management system and the ways in which we seek to improve the security of our pupils, staff, governors and other adults and children who may be affected by school activities.

Great Moor Junior School staff and pupils are a key resource and it is essential that risks to their security are properly controlled through an effective security management system and commitment at all levels.

This policy should be read in conjunction with:

- Safeguarding Policy
- Emergency Procedure Flowchart
- Fire and Evacuation Policy
- Critical Incident Plan
- Health and Safety Policy
- Crazy Dog Inside. Inside Emergency Procedure
- Emergency Lockdown/ Evacuate Procedures

Objectives

- Enabling strategic leadership to promote a collaborative and co-ordinated response to risk management;
- Identifying improvements in security culture and accountability;
- Implementing ongoing improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures;
- Ensuring that staff are consulted and informed about security and receive appropriate training where required whether new or existing;
- Informing parents and pupils of the security policy and encouraging them to help to ensure that it is effective.

Responsibilities

Local Authority (LA):

- The LA will provide strategic direction and leadership through providing training, advice, inspection visits and monitoring the School.

The Governing Board:

- The Governing Board will ensure a security policy is in place and is monitored and reviewed every three years;
- The Governing Board will ensure that staff are aware of, and adhere to school security and participate in training where appropriate;
- All members of the Governing Board will be issued with ID badges and will display them whilst on the premises.

The Head teacher (designated Security Lead) will have delegated responsibility for the day to day security of the school and for ensuring such things as:

- Development and maintenance of policies and plans which promote a good security culture and deters someone intending to cause harm from targeting our setting;
- The coordination and oversight of the setting's protective security and preparedness;
- Review and test plans for lockdown, invacuation, evacuation, and bomb threats, ensuring they meet the needs of all learners, including those with SEND;
- Train all staff to recognise suspicious behaviour (SCaN), assess suspicious items (HOT protocol), and respond to incidents (RUN HIDE TELL);
- Use the self-assessment tool in 'Protective security and preparedness for education settings' [here](#) to review current plans and identify gaps;
- Prepare a 'grab kit' with essential items to support response efforts, especially for those with additional needs;
- All staff appreciate the importance of security and understanding the school's policy/ procedures and their own responsibilities;
- Staff training needs are kept under review and training arranged as and when necessary;
- New staff are informed of the school's security policy/ procedure;
- All visitors, contractors and agency staff adhere to the security policy;
- Parents and pupils are informed of the security policy/ procedure and encouraged to help ensure that school has a safe school culture;
- Regular reports are made to the Governing Board;
- Advice will be sought from the police where necessary;
- All crimes will be reported to the police;
- During a live incident, the Security Lead will also become the 'Incident Lead' and will make effective decisions under pressure to get people to safety;
- Staff responses are effective to different types of incidents;
- All staff members are aware of their roles and responsibilities in relation to protective security and preparedness, including ensuring that staff are appropriately trained;
- Learners and staff with disabilities may not be able to evacuate as quickly or as easily as others in an emergency, or their routes may be more limited. If there are learners or staff in your setting who require a PEEP (Personal Emergency Evacuation Plan) for a fire evacuation, you need to also plan their personal emergency response for a range of security incidents. Educational settings should make adjustments to the generic plan to consider the impact of disability and plan holding areas where necessary; this includes making alternative arrangements for learners with SEND.
- The Deputy Head teacher and Fun Club Manager will also act as a Security Lead.

School Business Manager and Site Supervisor will:

- Maintain the security systems and equipment;
- Carry out regular routine security checks;
- Maintain a record of all security checks;
- Record security lapses, bring these promptly to the attention of the Headteacher, and review security procedures as and when required;
- Raise awareness of security issues.

Staff:

There is a clear message that good security involves everyone in the school. Staff should be aware of and conform to operational procedures that affect security. All staff are encouraged to read the guidance and familiarise themselves with their role in keeping the school community safe.

To read the guidance and download the audit documents, go to:

https://assets.publishing.service.gov.uk/media/67ed54d298b3bac1ec299be5/Protective_security_and_preparedness_for_education_settings_guidance.pdf

- Key control procedures;
- Visitor monitoring;
- External door monitoring;
- New employees will be informed of this during their induction training;
- All staff will be issued with ID badges and will display these whilst on the premises;
- All staff will carry their walkie-talkie and set it to 'on' on the correct channel at all times throughout the school day;
- All staff will challenge visitors on site who are not displaying a visitor badge;
- All staff will need to play a vital role in responding to an incident;
- Provide additional support to particularly vulnerable pupils and staff.

Pupils:

- Must report any persons on site that are not familiar to them and are not wearing either the official school ID badge or a visitor ID badge. Students should not approach any stranger who is not wearing a badge but report all strangers immediately to the nearest member of staff;
- Assemblies/ meetings will regularly remind them of their role.

Trespassing

Trespass may give rise to a criminal offence under section 547 of the Education Act 1996 (see section 6.2 and 6.4 of the Head's Legal Guide) and section 206 of the Education Act 2002 (see section 6).

The School is a private place. Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave:

- Members of staff - unless suspended for health or disciplinary reasons;
- Registered pupils - unless excluded for disciplinary reasons;
- Parents or guardians responsible for a student at the School - unless prevented for legal reasons;
- Others - Governors, suppliers, contractors and authorised users of the premises for 'out of hours' activities.

Visitor Access Control

The School operates a simple workable access control system and therefore provides a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff:

- Considers everyone who is not a member of staff or student as an intruder until they have gone through the visitor reception procedure;
- Provides visitors with a waiting area until they can be dealt with.

Identifies legitimate visitors and monitors:

- Their arrival and reason for their visit by requiring them to sign in;
- Movement around the school;
- Departure time;
- All visitors will be given an ID lanyard, which they will wear as long as they are on site.

Offences Not Involving Assault

Section 154 of the Public Order Act 1994 makes it an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved.

The school may decide that incidents in or around school, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police.

The school is aware of, and will act on where appropriate, the criminal offences contained in the Protection from Harassment Act 1997.

Should any visitor to the school behave in a verbally abusive manner, they will be asked to leave the building and grounds or the police called.

An incident that involves physical force

In the event of any person assaulting or battering another person, (staff, pupil, governor, other adults or children involved in school activities):

- The school may restrain the assailant with reasonable force to protect the victim;
- In all but minor cases the school will refer to the police any assaults which appear to involve bodily harm. The school will also report to the police incidents which take place in a public place off school premises, but in circumstances where the school has responsibility for any of those involved whether they be members of staff or pupils;
- Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault;
- The school will be ready and willing to provide a substantive account of what led up to the incident.

Offensive Weapons

It is now an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on the school premises.

When it is reasonable to believe that a pupil is carrying an offensive weapon it may be appropriate for a senior member of staff to search the pupil. In such an event there should be a witness present. Searches must be undertaken by a member of staff who is of the same gender as the student being searched.

When a student declines to co-operate, the parents / guardians must be summoned after the matter has been referred to the Headteacher, followed if necessary by referral to the police.

Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.

Personal Property

Pupils are discouraged from bringing valuable items to school and in the event that they do so the school accepts no liability. If this is unavoidable on some occasion then special arrangements should be made in advance with the Headteacher regarding temporary safe keeping.

Staff are responsible for their personal property.

Theft, Petty Vandalism, Minor Criminal Damage and Burglary

Vandalism or arson is usually found in areas like recesses and doorways, which offer concealment or which is not under regular surveillance. Criminal incidents of this sort require reporting to the police, and could possibly be likely to require an emergency response where an intruder is still present on the premises. This is when the school is locked and the alarm is set off.

When an intruder is thought to be present on the premises police help must be sought immediately.

Reporting and Recording Incidents

Any incidents will be logged using the school's reporting system, CPOMS. This will contain simple but accurate details of all events, which, while quite minor in nature, could be significant if they recurred and became persistent. All staff are expected to report details any incidents, including but not limited to:

- Trespass;
- Aggressive behaviour by persons other than students around the school building;
- Matters reported by pupils;
- Any other incidents giving cause for concern.

Site Security

- All staff are responsible for the security of buildings and property;
- At the end of the school day each member of staff should ensure that all windows and external doors are securely fastened and the blinds are down, prior to a check by the Site Supervisor;
- All staff are responsible for keeping buildings clear of all materials that can be used for arson or vandalism;
- Adequate security lighting is installed and maintained/monitored by site staff;

Contractors

- Contractors on school site are required to observe the school's security policy/ procedure, and this is overseen by the Site Supervisor;
- Building materials and equipment must not be left lying around;
- When not in use scaffolding should not be given access to previously secure roof areas;
- Alarm systems must not be disrupted;
- As far as possible, contractors and workers called to the site to undertake specific tasks are screened in the same way as school staff.

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 –

All exterior gates are locked during normal lesson times, vehicle access is controlled by the school business manager and a visitor gate is controlled by a magnetic lock, these gates are only opened when visitors identify themselves via an intercom. The main office has a reception desk and access control.

Signage directs all visitors to this entrance. As a result of risk assessment security fencing prevents visitors from entering the premises except through the reception area. The building has external CCTV. Unauthorised visitors will be challenged by staff.

All visitors are checked and issued a visitors' lanyard.

All regular visitors must produce an enhanced DBS along with photo evidence of their identity before they gain access to the school as the SLT need to check all disclosures for risk assessment purposes.

Grounds

School has been secured by means of physical restrictions such as fencing and electronic access control.

Whole school grounds are enclosed by fences/ walls. Site staff regularly check fence for breaches.

Staff will challenge anyone who is found on the grounds without a badge.

Dogs are not allowed on school premises.