'Our School is a Christian community in which pupils, staff, parents, governors and parishioners are working together, within a safe, healthy and stimulating learning environment, to achieve education of the highest possible quality, in order to prepare pupils to meet the challenge of their futures.

We celebrate the value of each child and set high expectations of them in our endeavours to sustain and develop their gifts and talents.'

Date Adopted	**Summer 1 2023**
Signed (Governors)	**Robin Lord**
Signed (Headteacher)	**E A Travis**
Date for review	**Summer 1 2026**

AIM

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

ROLES AND RESPONSIBILITIES

Management Responsibility

School security is shared between the LA, Governing Body and Headteacher.

Role of the LA

The main role of the LA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

Role of the Governing Body

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

At Holy Trinity Primary School the Safeguarding Committee monitor the policy on an annual basis or immediately if anything regarding security changes. The policy is taken to the Full Governing Body for endorsement.

Role of the Headteacher

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

The Headteacher will ensure that :

- All the staff appreciate the importance of security, have read and understand the policy and know their responsibilities within the policy.
- Staff training needs are kept under review and training is given as necessary.
- Parents are informed of the Security Policy.
- There are relevant risk assessments conducted by the Headteacher and Site Manager.
- These risk assessments are reviewed on a regular basis by the school's Safeguarding Committee.

In addition routine security checks are carried out on an on-going basis by the Site Manager. All crimes are recorded and reported to the Police.

Key holding duties

The Site Manager will be the main key holder and will be the first contact for any alarm call outs by the alarm control room.

Other designated staff will be contacted in the event of the Site Manager being unavailable for an alarm call out.

Response to Alarm call-out

If an alarm is detected, the alarm control room will notify the nominated key holder and will also notify First Response Security who will, if possible, meet the key holder on site.

It is recommended that the key holder waits for First Response to arrive before entering the building unless it is judged safe to do so.

GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in School

Staff
Staff and Key Governors have a key fob for the front door.
All other visitors to the school have to present themselves at the office and sign in using the computerised system.
All staff to challenge visitors who are not wearing a visitors badge unless known to staff.
Staff to contact the School Office or senior staff in an emergency

Parents
Parents dropping off their children must leave the school by the classroom external exits.
These external exits will be unlocked at 08:45 and locked at 08:55.
Late arrivals must enter school by the main entrance and sign their child in.

Visitors
All visitors, including contractors to report to School office, sign in through the computerised system and wear badges throughout their visit to school.
All parents to make an appointment to meet with a member of staff. To follow the same procedure as above.
Parents to be reminded of our security strategies on a regular basis through Newsletters written by the Headteacher.
All staff must ensure that unknown people trying to gain entry to the School should enter via the School Office.

Visitors on courses
Visitors on courses must sign in at the School Office and wear a visitor's badge.

Hardware
Key fob entry operates on the front door of the school.
All external doors to be kept locked during school hours, after morning break and after lunch time. (Doors can be opened internally but not externally).

All rooms containing equipment that may pose a risk to be kept locked.

Outside School
School gates to be kept locked out of school hours.
School gates to be kept closed and bolted during school hours.
All staff to challenge unknown visitors on the school grounds during playtimes.
During school sport activities on the main playground, the internal doors must be locked so that access can be gained to the toilets without the need to enter the main building.

Security of Equipment

Inside School Building
All expensive, portable equipment to be marked as belonging to the School.
The infra-red intruder alarm system to be in operation when the school is closed.
Staff to be responsible for returning equipment to the secure area.
Staff to ensure that all personal property is kept secure and out of sight. (Handbags, mobile telephones etc).

Outside School Building
Accessible drain pipes to be coated with anti-climb paint and inspected weekly.
Security fencing to the perimeter of the school to prevent intrusion. (Inspected regularly).

Security of Staff, Visitors, Pupils and Equipment during whole-school events.

Parents' evening
All unused rooms to be locked.
Staff to meet with parents in the hall.

Fundraising Events
All rooms apart from those required to be locked.
For outside events – netball and football matches, Summer Fetes etc, internal doors by toilets to be locked so people have access to toilet facilities without having access to main school building.

Parents in school
Parents must leave the classrooms as soon as possible after bringing their children into school.
The classrooms doors will be open at 08:45 to let the children in and closed at 08:55. Any parents still in the classrooms after the exit doors have been locked must exit by the main entrance at the front of school. Parents must not open the locked doors to let themselves out as this leaves the school unsecure.
Children should be picked up from pre-designated areas at the end of clubs. The front door should not be left opened at any time when pupils are in the school.
Parents should not enter classrooms without a teacher being present.

Monitoring of strategies
Informally through verbal reports from staff and visitors.

Formally through monthly Safeguarding Committee meetings and Full Governing Body meetings.
All staff to take shared responsibility to ensure the security strategies are implemented.

REVIEW

This policy will be reviewed every 3 years or whenever an incident occurs.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What ?	**Probable Content**	**Why ?**	**Who ?**	**Where ?**	**When ?**
School security records.	Alarm codes (all key holders have different codes)	Access to school	Key holders	Alarm room at LA	Updated as needed.

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

	✓	