



Shardlow Primary School



School Security Policy

Approved by:	Academy Governing body
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Part of Willows Academy

Trust



Aspire, Achieve, Thrive

Version Control

Version	Date	Author	Changes
2	Nov 2019	K Magner	Updated formatting Updated to reflect current practice

2	Feb 2022	K Magner	No changes made

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Policy Aim

At Shardlow Primary school we take the security of our school very seriously. We wish our pupils, staff and parents to feel safe whilst enabling the school to be as open and functional as possible.

Visitor Access

The main school entrance is secured with a release lock which is operated from the school office or staffroom. The main front entrance is monitored through the use of CCTV. When opening this gate staff must be sure they have determined who is gaining access to the premises.

CCTV monitors the front, back and side of the building. This is used to ensure any unauthorised personnel may be seen.

Staff must ensure that entry through the main door is restricted and supervised by using the access control, operated from the office or the staff room.

Unknown callers will be identified at the gate and must then be met at the main entrance before being allowed access through the main entrance door.

Security of External Doors

External doors must remain closed and locked to the outside. The corridor door next to Ockbrook class is left unlocked to allow access for Trent class.

The catch on the door of Derwent is to stay open at break and lunch time to allow the children access to the toilets. It is the teacher's responsibility to ensure that the lock is in place at the end of break. It must not be left off the latch.

The door to Trent classroom must be locked when there are no adults present.

Staff must exercise their legal duty of care to ensure that their doors plus others are closed and locked.

In the rare event of repair to the door, when the doors must stay open, staff should be vigilant.

If working alone, staff must keep the outer door closed and keep a mobile telephone switched on.

Security of the Main Gate

The outside gate may only be propped open using the chain if there is a member of staff directly supervising it.

The school caretaker is responsible for ensuring that gate is opened each morning at 8:45am and they remain supervising the gate until all 8:55am at which point the gate must then be taken off the latch and shut again.

The school caretaker is also responsible for ensuring that gate is opened each afternoon at 3:15pm and they remain supervising the gate until all 3:30pm at which point the gate must then be taken off the latch and shut again.

Locking Up

The school will be locked at 5:30pm every day by the caretaker unless agreed by the Head teacher for specific purposes, events or where there is more than 1 person staying on the premises.

Parent security

If a parent enters the school building they must report to the school office. Parents are not permitted to enter via any doors other than the main entrance and are not permitted to enter any other rooms including classrooms and corridors. In rare circumstances where parents may need to access another part of school they must be accompanied by a member of staff.

Suspicious Substances

Suspicious substances found in school or on the playground must be handled with disposable gloves, sealed in a bag and handed to the Headteacher.

Adherence

All staff must ensure that any additional adults in school follow these procedures and are responsible for providing verbal reminders where necessary, as well as reporting any repeated incidences regarding compliance with this policy to the Headteacher.