

*'So in everything, do to others what you would have them do to you.'*  
Matthew 7:12



## **Security Policy**

### **Role of the Governing Body**

The Governing Body is responsible for formulating the Security Policy at St Mark's School and monitoring its implementation.

At St Mark's School, the Resources sub-committee of the Governing Body monitors the policy on an annual basis and any issues that arise are taken to the Full Governing Body for discussion.

### **Role of the Headteacher**

The Headteacher will be responsible for implementing the Security Policy as 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 if needed is provided.
- Parents are informed of the Security Policy.
- Formal risk assessments are conducted regularly.
- Routine security checks are carried out on an on-going basis by nominated staff.
- Termly reports are made to the Resources sub-committee of the Governing Body and shared with the Full Governing Body on a termly basis.
- All crimes are reported to the Police.

### **School Staff**

- Adults employed by the school are the only staff to know the combination code for the door lock.
- Staff to contact the School Office or senior staff in an emergency.
- All staff must challenge visitors who are not wearing a visitor's badge. If in doubt about whether a person should be on site, they should alert the Headteacher.

### **Visitors**

- All visitors, including contractors, to come to the School Office (there are signs around the school to make this clear) and report to the School Secretary, sign in the Visitors' Book and wear an official school badge.

- Visitors will be asked if they have mobile phones and they may be requested to leave them in the school office.
- All parents who have made an appointment to meet with a member of staff to follow the same procedure as above.
- All other services (SEND Officers, Medical Teams, Technicians, Advisors, etc) to sign in by the School Office.
- Parents to be reminded of our security strategies on a regular basis through newsletters written by the Headteacher, induction evenings and informal discussions.
- All visitors on courses at the school must:
  - Sign in at the School Office and wear a visitor's badge
  - Follow the school's specified route to and from the training area ensuring they exit via the School Office
- Parents/Carers attending workshops or meetings at the school must sign a register on entry.
- All staff must ensure that people trying to gain entry to the premises should enter via the School Office. They should not gain entry through classroom or fire exit doors. A member of staff in the School Office will alert the person who is being visited and ensure that the visitor reaches the correct part of the school.
- Children are regularly reminded not to allow access to visitors without adult permission.
- Children are regularly reminded not to talk to strangers and unknown visitors.
- All staff to challenge visitors on the school grounds during playtimes.
- For outside sporting events during or after the school day, the internal door must be kept locked. Access for the toilets, refreshments, first aid, etc must only be by a member of staff or nominated adult.

### **Parent Helpers/Volunteers**

- All parent helpers and volunteers must report to the Headteacher or Secretary, sign in the Parent Helper's Book and wear an official Parent Helper's badge.
- All helpers working in school must have an induction regarding school policies and procedures such as Child Protection, Health & Safety, Behaviour and Security
- All helpers must complete the relevant documentation with regards to the schools Safeguarding Policies and Procedures.
- All adult helpers working in school must have a Disclosure Barring Service (formerly CRB) clearance.
- All members of the Governing Body are requested to have a Disclosure Barring Service clearance.

## **Hardware**

- Push button combination locks operate on the main entrance to school door and on the external door in the yellow room.
- All external doors to be kept closed. (Doors can be opened internally but not externally.)
- All staff have a key for the padlocks on external gates and have signed the 'Key Holders' register.

## **Outside School**

- All pedestrian gates to be closed and locked out of school hours
- The pedestrian gate onto the playground to be kept closed and padlocked from 9.00am until 3.20 pm Monday to Thursday, 9.00am until 2.50 pm on a Friday.
- Pedestrian gate at the front of the school to be locked at all times unless access is required by staff and/or contractors
- Delivery entrance gates to be locked from 8.40 am until the end of the school day. Visitors to ring bell for access.
- The gate from the playground to the field area to be kept closed and locked unless access is required (all school staff have key to unlock).
- Children must be accompanied by an adult when using fixed play apparatus at the front of school.
- Children must not play in areas marked out of bounds.
- During the school day children on the school field must not return to the inside of school or the school playground without an adult.
- Children are not permitted to leave the playground to retrieve sporting equipment without permission and close adult supervision.

## **Inside School**

- Children are not permitted to enter the mobile without close adult supervision and permission.
- Children are not permitted to enter the staffroom without close adult supervision.
- Children are not permitted to enter the store room

## **At the Start of the School Day**

- Parents can bring their children into school from 8.30am. Members of staff will supervise the children in the school until the start of the school day at 8.50am. There will be no charge for children arriving at school between 8.30am and 8.50am. Children are not allowed on the school playground before 8.30am. Children will not be supervised by members of staff on the school playground prior to 8.50am. Parents will not be permitted to enter the school.

- Children will not be allowed inside the school building before 8.30am unless they are seeking medical attention or participating in a before school organised activity/club.
- Parents/Carers will not be allowed inside the school building before 8.30am unless they have made prior arrangements to meet with a member of staff or are participating in a before school organized activity.

### **Children arriving after the start of the school day and leaving before the end of the school day**

- Children who arrive at school after 8.50am must enter via the main door where they will be met by an adult and escorted to their classes if required.
- Parents of children who arrive at school after the close of the register at 9.20am must report to the school office and sign the 'Log Book for Pupils'.
- Parents who collect their children from school before the end of the school day must also report to the school office and sign the 'Log Book for Pupils'.

### **Breaktime Duty Cover**

- At least two members of staff will be on duty during breaktimes. Staff on outdoor duty will be responsible for the children in the playground or school hall (if wet breaktime). Staff on indoor duty will be responsible for administering first aid (if required) and supervising children who may be staying indoors to complete work or given tasks. A staff rota is available in the school entrance area and on the staff notice board in the staffroom.

### **Lunchtime Duty Cover**

- At least two members of staff will be on duty during lunchtimes. The member(s) of staff will be responsible for the children in the playground and for supervising children who are having their lunch or administering first aid (if required).

### **At the End of the School Day**

- Parents to collect pupils from the school playground at 3.30pm Monday to Thursday and 3.00pm on Friday.
- Pupils in Class 1 will leave school via the outside door in their classroom with the appropriate adult.
- Pupils in Class 2 will leave school via the main entrance door with the appropriate adult.
- Pupils in Class 3 will leave school via the main entrance door.
- Parents who wish their child to leave the school playground at the end of the school day unaccompanied by an adult must complete a permission form available from the school office.

- All reception and year 1 pupils are provided with a unique ID 4 digit number (last four digits of child's UPN). Parents to inform the school as soon as possible if they are unable to collect a child from school. Adults collecting infant pupils on behalf of the parent need to know the child's unique ID number.

### **Security of Information**

- Access to the School Office is restricted to the School Secretary, Headteacher, teaching and support staff only. Parents, parent helpers and other staff members to seek permission from Headteacher, School Secretary or senior member of staff if access to School Office is required.
- All confidential information relating to pupils and staff remains locked in the School Office.
- Access to the Head Teacher's room is restricted to the Headteacher, School Secretary and senior members of staff unless permission is given by the Headteacher.
- Access to the Stock Room - pupils are not permitted to enter.
- All staff to comply with the school's safeguarding arrangements and are requested to complete the necessary documentation.

### **Security of Equipment - Inside School Building**

- All expensive, portable equipment to be marked as belonging to school.
- All valuable and recognisable equipment to be audited in stock book.
- 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 areas.
- Staff to 'sign out' equipment which is taken home or off the school premises, e.g. laptops, CD players, etc.
- It is the responsibility of the individual member of staff when removing school equipment from the premises that a valid insurance policy is in place whilst the equipment is 'signed out' in their name, e.g. home contents insurance policy.
- All personal or valuable possessions belonging to staff or adults working or visiting the school to be kept locked in cupboard in staff room or in Head teacher's room during school day.
- All mobile phones belonging to pupils to be kept in school office or in Head teacher's room during school day.
- All mobile phones belonging to staff or adults working in the school to be kept in staffroom (locked cupboard available) or in Headteacher's room during school day, unless permission is given by the Headteacher.
- All cleaning materials to be kept in a locked cupboard in the mobile

## **Security of Staff, Visitors, Pupils and Equipment During Whole School Events**

### ***Fundraising Events/School Productions/Parents' Evenings***

- All rooms, not in use to be locked.
- Staff to meet with parents in the main building on Parents' Evenings
- All rooms with expensive equipment to be locked.
- For outside events, i.e. Summer Fair, etc, internal school doors will be locked. Toilet facilities will be available in the Parish Hall.

### **Monitoring of School Security**

- Informally through verbal reports from staff, parents, pupils, governors and visitors.
- Formally through termly governors Resources Meetings and termly Full Governing Body Meetings.
- Reports from external agencies eg. intruder alarm contractor, community police officer, fire officers

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

### **Other Policies and Information Related to the Security Policy**

Child Protection	Critical Incidents	Evacuation
Health and Safety	Confidentiality	Fire Log Book
Medical Needs	Communications	Internet Safety
Outside Visitors	Behaviour	Anti-Bullying
Educational Visits	GDPR	

To be reviewed September 2025