



Barrowby Church of England Primary School

Security Policy

1. Introduction

The Governing Body of Barrowby Church of England Primary School consider the security of the school to be of major importance, and will, therefore, take all reasonable measures to safeguard pupils, staff and property through the implementation of the strategies outlined below.

This policy should be read in conjunction with the following policies:

- Adults in school
- Volunteers

2. The Site

2.1 All gates are locked when the site is unoccupied. Keyholders to entrance gates are:

- Headteacher
- Deputy Headteacher
- School Business Manager
- Caretaker
- Barrowby Church, for use of car park during Sunday services, and other services with the prior agreement of the Headteacher.
- Security Firm

All keyholders are responsible for ensuring that gates are secured and locked when they leave.

2.2 The Playground and side Hall gate are unlocked at 8.45am to allow children to access the school. From this time until the start of school at 8.55am, children are supervised by school staff, and the gates are also supervised to ensure the security of the children, and the school site. The playground and hall gates are locked during the school day, and opened at the end of school for children to go home.

2.3 Proximity security lighting has been fitted to the front and rear of the school.

3. The Building

3.1 The school has an entrance foyer with an automatic door. There is an intercom system to allow visitors in the foyer to speak to school staff. Visitors are only admitted to the school after the reason for the visit is verified and the Inventory sign-in process has taken place including appropriate badges and lanyards being administered. The main entrance door is fitted with a lock and entry system, to ensure control of adults in school, and to provide a secure environment for our children. All visitors admitted to the school sign in on the Inventory system, and wear a school visitor badge, or photo ID badge with a lanyard indicating their position (blue for staff, red for regular visitors and green for DBS checked visitors). For full details of procedures to be followed, the 'Adults in School Policy' should be consulted.

- 3.2 Children who are using the Breakfast Club provision enter the school from 7.45 am via the Old School Room entrance. Accompanying adults ring the bell and breakfast club staff admit the children to the building. Accompanying adults are not permitted into the Old School Room. From 8.15 am children using the Breakfast Club provision should enter the school via the main school entrance and will be admitted by the school office staff.
- 3.2 All external doors will be secured by means of a 'thumb lock' during the day, to ensure security of the site, whilst allowing fire procedures to be unimpeded.
- 3.3 The Hall doors and windows must be secured and checked by the last member of staff leaving the hall after a lesson, Collective Worship or lunch.
- 3.4 The Caretaker is responsible for ensuring that all doors, windows and skylights are fully secured before the building is vacated.
- 3.5 There is an intruder alarm installed. This is regularly maintained and tested.
- 3.6 The last person to leave the building is responsible for setting the intruder alarm and securing the main door.
- 3.7 Keyholders are: Headteacher; Deputy/Assistant Headteacher; School Business Manager Caretaker; Static Security.
- 3.8 A security company (Static Security) is retained to act as keyholder, and to attend in the event of an out of hours alarm activation.

4. School Property

- 4.1 An Asset Register/Inventory of all ICT/high value individual items is maintained (School Business Manager).
- 4.2 A secure area is provided within school for the storage of high value items.
- 4.3 Cash/cheques in school are held within a safe securely and banked regularly. A system is in place for cashless transactions and parents are encouraged to use this.

5. Reporting of incidents

- 5.1 Breaches of this policy identified in school will be dealt with via staff meetings or meetings with individual staff, as appropriate. Any serious or repeated breaches will be reported to the governing body.
- 5.2 Any incidents of vandalism, improper use of the site, burglary, attempted burglary or behaviour likely to compromise the security of individuals or property will be reported to Grantham Police.

6. Review of Security

- 6.1 Security will be reviewed regularly by the FRP Committee of the Governing Body, in the light of any reported incidents, and advice from the Police and other related agencies.
- 6.2 If further improvements are considered to be desirable, recommendation will be made to the Governing Body.

7. Funding

- 7.1 Maintenance of the intruder alarm is paid for centrally.
- 7.2 Keyholding services and call outs are paid for from school budget. Procedures are in place to minimise call outs for false alarms.

8. Security Policy Review

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, every 3 years.

Last reviewed: September 2025

Next review: September 2028