



Mill Hill Primary School **On-Site Security Policy**

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Co-ordinator responsible for the policy in consultation with the staff and governors:

Headteacher

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Next Review Date: March 2028

POLICY STATEMENT

The governors recognise and accept their responsibilities to provide a safe and secure environment for children, employees and visitors within the Mill Hill Primary School. The school's security procedures will operate within the framework described in this policy. Where appropriate, the governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them. The governing body will provide staff with enough resources, information and training to implement the security procedures.

The governing body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the Mill Hill Primary School community.

Responsibility for security at Mill Hill Primary School is held by the headteacher, who is the responsible manager.

All staff have a statutory obligation to co-operate with the requirements of this policy.

AIMS & OBJECTIVES

Our security policy requirements will be achieved by:

- Ensuring children and all those who work at or visit the premises feel safe and secure
- Ensuring focus is strongly on personal awareness and responsibility
- Ensuring the latest recommendations of the DfES, Government guidelines and the advice of Hampshire County Council's Children's Services are adhered to
- Identifying and minimising the risk as far as reasonable, practicable and sensible
- Controlling access to and movement within the premises and grounds by people and vehicles
- Responding effectively and in good time to identified security issues.

SCOPE

This policy covers the following areas:

- Site access, general building security, movement around and outside of the premises
- Lock up and unlock procedures
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance
- Offensive weapons
- Identified threats to the safety and well-being of the premise community from those with criminal intent
- Emergency procedures
- Visitors, contractors, helpers or other persons involved with children
- Computer data security
- Cash handling

ROLES AND RESPONSIBILITIES

The governing body will:

- Ensure the school has a security policy and that it has been implemented
- Monitor the performance of the site security measures. This will be achieved by:
 - Monitoring performance on visits via the Head Teacher
 - Observing its implementation when they visit the school
- Periodically review the school's security policy and delegate the day-to-day implementation of the policy to the headteacher.

The headteacher will:

- Implement the security policy approved by the governors
- Ensure that staff receive information, instruction and training in the security policy and procedures
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence
- Ensure that all visitors, contactors and agency staff adhere to the security policy
- Consider particular risk situations (e.g. home visits, lone working)
- Monitor and review the implementation of the policy and security arrangements.

All staff will:

- Comply with this policy and the arrangements made by the headteacher to ensure the safety of children, employees and others on the school site
- Report any shortcomings to the headteacher.

Pupils will:

- Be encouraged to exercise personal responsibility for the security of themselves and to co-operate with the arrangements made for the security of the school.

Pupils, parents, community users and visitors will:

- Be expected to respect the measures taken by the school to improve and ensure security
- Be encouraged to report ideas and problems to school staff and/or the governors.

ARRANGEMENTS

Controlled access and egress during the school day

Controlled access is achieved through a combination of measures to ensure that the risk to pupils and staff from unauthorised visitors is minimised.

The extent of physical controls, such as external fences, hedges, gates and doorways, has been decided by a robust security risk assessment of the site and premises, taking into account the risk presented by visitors/general public/contractors.

The security measures put into place at Mill Hill Primary School have taken into account the need to balance the maintenance of a welcoming environment whilst ensuring the safety of all our pupils and staff.

Buildings and grounds

The school will take all reasonable efforts to control access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are:

- There is a single access entrance via the reception area and all other entrances (i.e., caretaker's office, classrooms etc.) are locked – classroom doors remain closed when there is no adult available to monitor their use
- The main entrance door is opened using a specific code, known only to staff – this is periodically changed and is always changed immediately if we suspect someone has discovered the code
- Access for visitors will be enabled by the school's administrative staff using a release button located in the reception area
- Only authorised visitors, who are given a school visitor badge to wear, are allowed access to the school and unauthorised visitors will be challenged by school staff
- Visitors are escorted to where they need to be, either by the caretaker or a member of staff
- Access to the hall via the entrance door near the staff room and access via the library door is restricted by coded mag-lock doors
- The school has close links with local police and community police officer and police will patrol the site on request
- The school operates an efficient attendance/registration system which allows us to monitor absenteeism
- The school operates an electronic signing in/out system for all staff, parents and visitors and for all pupils who arrive or leave late or early
- The caretaker/administrative staff monitor the movement of vehicles on site and are responsible for managing contractors
- Contractors comply fully with school procedures at all times
- Waste disposal and other contractor vehicles have restricted access to the site to avoid times when pupils and staff are moving around the site.

Some areas of the school grounds are accessible by the public at certain times of day but the risk is controlled by our site supervision arrangements and how the school manages visitors.

The access arrangements for the grounds are:

- The school main gates are opened at 6am by a school key holder – they are then locked by the caretaker between 8.30am-9.00am and again between 3.00pm-3.30pm
- Any visitor or staff member that leaves the school grounds between the above times has a duty to ensure the gates are opened and shut behind them
- The back gate is opened before 8.30am for access by parents/carers and is locked at 9.00am once all children are in school and parents have left the site – in the afternoon, the gate is reopened at 3.00pm for access by school parents/carers to collect their children and is locked by 4.00pm

- The playground gate is locked once all the children have arrived in school and is not opened again until the children leave at the end of the school day
- The school field and playground are under close staff supervision during break and lunch times and those areas are enclosed by tall fencing
- Staff know to challenge any person not wearing a visitor's badge
- The school has close links with local police and community police officer and police will patrol the site on request.

Control of visitors

The control of visitors is a fundamental part of our site security policy for the safeguarding of both people and property.

Our policy is that:

- All visitors must report to the school office on arrival
- All visitors are required to sign in electronically, read the "Health and Safety for Visitors" leaflet and "Safeguarding" leaflet and then print a visitor's badge to wear at all times – this includes parents, helpers, contractors and any other person who is not a staff member at Mill Hill Primary School
- All visitors are escorted to their destination by a member of staff and accompanied back to the school office to sign out after their visit has concluded
- Any person not wearing a visitor badge will be challenged immediately and either asked to accompany a member of staff back to the office reception to sign in or asked to leave the site – any refusal will be reported immediately to the headteacher
- Staff are encouraged to use a room with a glass door or panel when conducting interviews with visitors
- All visitors should comply with the school's expectations set out in the Visitor Conduct document which is listed under 'Policies' on the school website
- Any acts of violence or aggression will be reported to both HCC and the police
- Visitors will not remove any items of school property without the express permission of school staff.

Supervision of pupils

The school's overall safeguarding strategy requires that, at all times, the security of pupils is achieved by competent supervision of authorised staff.

Locations where supervision is part of our safeguarding procedures:

- Playground and fields – children are always supervised when on the playground, trim trail and playing field during break and lunch times.

Times of the day when supervision is part of our safeguarding procedures:

- Start of the school day – as the grounds have open access, duty staff are deployed in designated areas from 8.30am and before this time, it is the responsibility of parents/carers to supervise their child(ren)
- During lesson time outdoors – children are supervised by school staff at all times

- Break and lunch times – all parts of the site are visually monitored by lunchtime supervisory staff and the supervision ratio is carefully agreed and monitored by the headteacher
- End of the school day – duty staff are deployed in designated areas from 3.10pm

The trim trail is only to be used by pupils who are being supervised by school staff and is not to be used by other children (e.g., younger siblings), even if supervised by parents.

Co-operation with third parties, extended services and community groups

Our site security arrangements have taken into account the third parties who use the buildings or grounds. In most circumstances, the arrangements for the site will be equally applicable for the third parties involved.

Community use/extended school activities – although not extensively used, community groups may apply to use the facilities after 5.00pm on weekdays and at weekends. Application will need to be made on the prescribed hire application form and, if approved, a hire agreement will be issued. Locking up procedures will be detailed in the hire agreement. When inside the building, access to the rest of the site/building is restricted. Risk assessments, as part of the induction process, are carried out. No hirer will be allowed to use the school facilities unless they fully comply with the relevant risk assessments and hire agreement. Visitors in unauthorised locations will be challenged by school staff. Only visitors/third party/community users with DBS clearance will be allowed on site for extended site activities when pupils are on site. Third party/extended service users of the site are required to have their own public liability insurance, which is verified as part of the pre-hire checks.

Supervision of Contractors

Contractors and maintenance personnel will not always have been DBS-checked; therefore they should not have unsupervised access to children. They will be controlled as follows:

- All contractors will be expected to sign in at reception and will be issued with an ID badge which will be clearly displayed whilst on site
- Contractors will park in authorised parking areas only
- Contractors will only carry out work agreed at the start of the contract and at the times agreed
- Contractors will be supervised by site staff or a member of the administration team
- Contractors will comply with the contractor's risk assessment.

Lone Workers

Our school has a lone working risk assessment, incorporated within the locally tailored corporate lone working procedure, where staff have been appropriately categorised and control measures have been identified. There are procedures in place for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

Physical Security Measures

The governors will consider the need to use or improve physical measures, such as fencing and electronic access controls, to ensure the safety of staff and pupils. The governors, in conjunction with the headteacher and risk assessor, will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account:

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.

Where justified by consideration of the risk, the governors and headteacher will ensure that physical security measures are installed. Where physical controls are not justified, the governors and headteacher will ensure that other controls are implemented to ensure the safety of staff and pupils.

In the event where a child leaves the school site, staff will contact the police and parents. School staff will try to keep the child in eye sight but will not pursue if the child will perceive this as being chased and therefore create a potentially dangerous situation.

Where electronic controls are installed, for example alarm systems, they will be maintained and serviced according to the manufacturers specifications.

Security of the Building

An effective intruder alarm is an operation and is set when the site is not in use. This is always set when the site is not in use/unoccupied, which is monitored by Southern Monitoring Services. The following additional measures are in place:

- Security lights are on after dark
- Kestrel Guards are responsible for the security of the building out of hours and for any call-outs
- The caretaker is responsible for locking up the site on Mondays, Tuesdays, Wednesdays and Thursdays and other key holders are assigned to Fridays, details of which are on the school Google calendar
- It is the responsibility of class teachers to make sure their classroom is secure, windows closed and equipment switched off before leaving the premises.

Unlocking and locking arrangements

The school will be unlocked daily at 6.00am by the nominated key holder cleaner during term time and at 8.00am by the caretaker during school holidays when he is not on leave.

If the caretaker is on leave during a school holiday, another key holder will unlock the school and will inform other staff of the times the school will be open from and to.

The building will be locked at 6.00pm Monday to Thursday, and at 5.00pm on Friday during term time.

All key holders are trained by the caretaker in locking/unlocking, setting the alarm and other routine site checks in connection with the security of the building.
The normal hours for public access are 8.30am to 4.30pm.

Emergency call outs

If a key holder is contacted as a result of a "Person Present", they will wait outside the building until the police arrive. If necessary, additional key holders should be contacted for support. Staff should never enter the site alone.

Cash Handling

Staff should avoid keeping cash on the school premises whenever possible and should avoid handling cash in visible areas. All school cash is locked in the safe; stamps and cheque books are locked away in the admin office. Banking is regularly carried out to avoid large sums being kept in the school safe but not consistently on the same day/time, especially where substantial sums are involved. Only administrative staff know the code to the safe.

Income received at Mill Hill Primary School is recorded on Tucasi. Now that the school is has online payments (with Tucasi) in place, parents/staff are encouraged to sign up to this system to pay for school lunches, trips etc. The aim is to go cashless during the 2025/26 financial year.

Valuable Equipment

All items above the value of £250 will be recorded in the asset register. The asset register is reviewed annually by the school's IT technician and administration manager.

Items of value, including portable equipment with a value above £250, will not be left unattended in rooms where there is public access. In such locations, the room will be locked when it is vacated. Wherever possible, valuable items will not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

Vehicle Movement

The upper portion of the car park on the left as you drive in through the gates has been designated for school staff use only and has been marked out accordingly. The upper portion of the car park on the right as you drive through the gates is used for Riverside staff. The lower portion of the car park is now reserved for Riverside drop off between 9.15am-9.45am and 2.45pm-3.15pm.

Use of the car park is at the owner's risk and the school cannot be held responsible for loss or damage.

The gates to the car park are locked between 8.30am to 9.00am and then again from 3.00pm to 3.30pm. This is to coincide with the times that our pupils are entering and leaving the school site.

Under no circumstances should anyone leave their vehicle parked or unattended on the driveway, outside of marked bays even for the shortest of times, since this is the only access

to the school for emergency vehicles. Anyone who does leave their vehicle on the driveway will be asked to move it. Anyone who refuses to move their vehicle or who continually blocks our driveway will be reported to the police.

One of the school minibuses is parked in the upper portion of the car park – away from any buildings to prevent it being used to gain access to the roof. The other minibus is parked in the school garage.

Bicycle/scooter storage

The school encourages children to cycle to school and has provided a suitable shelter for this purpose, adjacent to the pedestrian access to the playground. For those children choosing to use a scooter to get to school, there is a scooter stand at the front of the school building, outside the current Year 6 classroom.

Children are expected to secure their own bicycle/scooter with adequate locks and remain responsible for key/code combinations. All bicycles and scooters are stored at the owner's risk and the school will not be held responsible for loss or damage.

Outside equipment storage

There are two sheds on the school grounds used for storage; one on the playground for PE equipment and the other next to the Year R outside area for the Year R play equipment. These areas are independent of the school's main intruder alarm system and are physically secured using coded padlocks.

The school garage houses some caretaking and maintenance equipment and supplies, as well as the one of the school minibuses. The keys to the garage are kept securely within the admin office and caretaker's office.

Summer House

The summer house key is kept securely in the admin office and caretaker's office and access is restricted to this facility.

Personal property

Personal property will remain the responsibility of its owner. This includes both staff and pupil's personal belongings. Both are discouraged from bringing any valuable personal items to school.

Children in key stage 2 have lockers which they can use to store their personal property, including mobile phones. Staff lockers are available for staff to use. Staff members preferring not to use a locker are advised to store their bags and personal belongings out of sight and locked away if possible.

It is expected that children's uniform and property is named and labelled, to ensure any items that become mislaid can be given back to them. Lost property is kept in school for 6 months before disposal.

Staff and pupil involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- Guarding against assault and theft of personal belongings
- Safeguarding the school.

They should be told:

- The school's procedure on reporting assaults, disturbances, theft, damage and burglary
- The cost of crime to the school.

Risk Assessment

A security risk assessment will be completed and reviewed at least every 3 years, or earlier if deemed necessary. The findings will be used in the review of this security policy and shared with staff.