

Woodlands Primary School

Security Policy



Written by	Claire Gillick
Ratified by Governors	Summer 2026
Date for Review	Summer 2029
Signed – Chair of Governors	Lark Snow
Signed – Headteacher	Vicki Lonie
Is this based on an internal or external policy?	External
Is this based on a model policy?	No

This policy has been impact assessed by Claire Gillick in order to ensure that it does not have an adverse effect on race, gender or disability equality.

WOODLANDS PRIMARY SCHOOL SECURITY POLICY

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

ROLES AND RESPONSIBILITIES

Management Responsibility - School security is shared between the Local Authority, Governing Body and Headteacher.

Role of the Local Authority

The main role of the Local Authority 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 Woodlands Primary the Health and Safety Governor, along with the full governing body monitor the policy on an annual basis and receive information relating to security issues from the school.

Role of the Headteacher

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body. Many of the specifics are delegated to the School Business Manager.

The Headteacher (and School Business Manager in this school) will ensure:

- all staff understand the importance of security, the school's policy and their responsibilities;
- staff training needs are kept under review and training undertaken, as necessary;
- parents are informed of the Security Policy and encouraged to assist the school by fully complying with security requirements;
- formal risk assessments are conducted by the relevant staff member and updated as necessary.
- routine security checks are carried out on an on-going basis, by the Caretakers;
- all crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in School Staff

- all staff to have a lanyard allowing them access into the buildings;
- staff to contact the School Office or SLT in an emergency;
- staff to have planned meetings with parents;
- all staff must challenge visitors who are not wearing a green or red lanyard and anyone wearing red unsupervised;

Visitors

- all visitors, including contractors, to come to main office entrance, report to School's Admin staff, sign in to the school visitor system and wear a visitors' badge throughout their time on the school site;
- parents must make pre-arranged appointments to visit staff and shall be required to sign into the school visitor system on arrival and wear a badge during their time in school;
- all other services (SEN Teams, ICT Advisor, coaches etc) based in the School must sign into the school visitor system;
- parents to be reminded of our security strategies where necessary, through newsletters.

Hardware

- all external doors to be kept closed between 8.50am and 3.45pm;
- internal doors to corridors will remain shut and can only be opened by a staff member with a security fob and left open during break and lunch time only;
- all rooms containing equipment that may pose a risk to be kept locked including the cleaners' cupboard and the caretakers stock cupboard;
- all windows to be secured at the end of the day;
- security cameras are in operation around the majority of the school, SBM to check termly that all are in working order;

Outside School

- school gates to be kept locked outside of school hours;
- school gates to be kept closed and bolted during school hours;
- staff to challenge any person within the school grounds who is not wearing a visitor badge.

Security of Equipment

Inside School Building

- all expensive, portable equipment such as computers, laptops and iPads, to be stored in a secure, locked, location, at the end of the school day;
- all such equipment to be recorded in the school's asset register;
- the intruder alarm system to be in operation when the school is closed;
- where staff wish to borrow portable, equipment they must obtain permission from the Headteacher or School Business manager in the absence of the Headteacher. Any ICT equipment must be recorded on the relevant loan form by the ICT Coordinator.

Outside School Building

- security fencing around the perimeter of the school to prevent intrusion. This is checked by the caretaker termly.

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

Parents' evening

- all rooms apart from classrooms, kitchen and staffroom to be locked;
- parents to stay in the designated room during the session and not to enter any other parts of school other than to enter and exit the building.

PTA Events

- all rooms apart from those required to be locked;
- all personal belongings to be stored in locked cupboards;
- during school productions in the Oak building, lower hub doors to be closed with access only to the disabled toilet or staff toilets;
- during summer / Christmas fetes, all personal belongings to be locked away including laptops/ipads

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

DOCUMENT HISTORY	
Date	Summary of Changes
11/05/2026	New policy based on The Key model policy