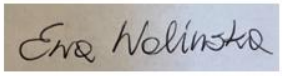
School Security Policy

Approved by: **B.Suddhi**		**Date:**	September 2026
Last reviewed on:	September 2026		
Next review due by:	September 2027		

Signed by:



Headteacher Date: September 2026



Chair of governors Date: September 2026

Contents

1. Statement of Intent
2. Legal Framework
3. Roles and Responsibilities
4. Working with Other Agencies
5. Security Risk Assessment
6. Physical Security Arrangements
7. Access to the Premises and Visitors
8. Removing or Barring Individuals from the Premises
9. Equipment and Personal Belongings
10. School Events and Out-of-Hours Use
11. Information and Cyber Security
12. Serious Violence, Weapons and Suspicious Behaviour
13. Reporting Security Concerns
14. Emergency Procedures and Lockdown
15. Staff Training and Pupil Awareness
16. Testing and Exercising Security Procedures
17. Monitoring and Review

Statement of Intent

Pear Tree Infant and Nursery School recognises its responsibility to provide a safe and secure environment for pupils, staff, visitors, volunteers and contractors.

The school recognises that effective security is an important part of safeguarding and health and safety. Security arrangements must protect the school community while maintaining an open, welcoming and inclusive environment.

The school will take a proportionate, risk-based approach to security. This will include consideration of:

- access to the school premises;
- physical security;
- visitors and contractors;
- safeguarding;
- theft, vandalism and criminal activity;
- violence and aggression;
- weapons;
- suspicious behaviour or items;
- fire and other emergencies;
- information and cyber security;
- CCTV and other surveillance systems;
- security outside normal school hours; and
- the security implications of changes to the school estate.

The school will maintain appropriate security risk assessments and emergency procedures and will review them when circumstances change.

All members of the school community have a role in maintaining security. Staff, pupils and visitors are expected to follow the school's security arrangements and report concerns promptly.

1. Legal Framework

This policy has due regard to relevant legislation and statutory guidance, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Education Act 1996, including Section 547
- Equality Act 2010
- UK General Data Protection Regulation and Data Protection Act 2018
- relevant safeguarding legislation and guidance
- Keeping Children Safe in Education 2026
- relevant fire safety legislation
- relevant requirements relating to workplace and premises security.

The school will have regard to the Department for Education's **School and College Security** guidance and associated resources, which were updated in July 2026.

This policy should be read in conjunction with:

- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- Complaints Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Business Continuity Plan
- Emergency Plan
- Lockdown Procedure
- Fire Safety arrangements
- CCTV and Surveillance Policy
- Data Protection Policy
- Records Management Policy
- Educational Visits Policy
- Lone Worker Policy.

2. Roles and Responsibilities

2.1 Governing Board

The Governing Board will:

- ensure appropriate arrangements are in place for school security;
- ensure security risks are appropriately identified and managed;
- monitor the effectiveness of security arrangements;
- provide appropriate resources for significant security measures; and
- review this policy annually or following significant changes or incidents.

2.2 Headteacher

The Headteacher will:

- have overall responsibility for school security;
- ensure appropriate security risk assessments are undertaken;
- ensure security arrangements complement safeguarding arrangements;
- appoint an appropriate competent person or persons to support security management;
- ensure staff understand relevant security procedures;
- ensure appropriate arrangements are in place for visitors and contractors;
- liaise with the police, local authority and other relevant agencies;
- ensure security incidents are appropriately reported and investigated;
- determine appropriate action following serious security concerns;
- ensure emergency and lockdown arrangements are maintained; and
- ensure security is considered when changes are made to the school premises.

2.3 School Business Manager

The School Business Manager will support the Headteacher by:

- maintaining appropriate security records;
- coordinating relevant contractors and service arrangements;
- ensuring security-related contracts and servicing are appropriately managed;
- maintaining records relating to access control, alarms, CCTV and other security systems where appropriate;
- supporting security risk assessments;
- ensuring security issues identified through premises inspections are followed up; and
- ensuring security considerations are incorporated into relevant procurement and building projects,

2.4 Site Manager / Premises Lead

The Site Manager or designated premises lead will:

- undertake routine inspections of the school's physical security;
- monitor fencing, gates, doors, windows, locks, lighting and other physical security measures;
- report defects promptly;
- ensure appropriate opening and closing procedures are followed;
- oversee alarm and access-control arrangements;
- liaise with relevant contractors;
- maintain appropriate site security records;
- seek specialist advice where required; and
- ensure identified security defects are addressed or appropriately controlled.

The Site Manager will work with the Headteacher and School Business Manager where security risks require expenditure, specialist advice or wider action.

2.5 All Staff

All staff are responsible for:

- following school security procedures;
- wearing their school identification where required;
- securing classrooms, offices and other areas when appropriate;

- not allowing unauthorised individuals to follow them through secure entrances;
- reporting unidentified or suspicious individuals;
- reporting security defects;
- protecting school equipment and information;
- following data protection and information security requirements;
- following emergency and lockdown procedures; and
- never putting themselves or others at unnecessary risk when responding to a security concern.

Staff should not physically challenge or confront a person where doing so could place them or others at risk.

2.6 Pupils

Pupils will be taught age-appropriate expectations relating to personal and school security.

Pupils should:

- follow staff instructions;
- tell a member of staff if they see something that concerns them;
- not allow unknown people to enter secure areas;
- not interfere with security equipment; and
- follow emergency and lockdown instructions.

2.7 Parents, Visitors and Contractors

Visitors and contractors are expected to:

- follow school access arrangements;
- report to reception;
- wear visitor identification where required;
- remain within authorised areas;
- follow staff instructions;
- sign out when leaving; and
- report any security concerns to a member of staff.

3. Working with Other Agencies

The school will maintain appropriate links with:

- Derby City Council;
- Derbyshire Police / local policing teams;
- emergency services;
- relevant safeguarding partners;
- security and premises specialists;
- neighbouring schools where appropriate; and
- other relevant agencies.

The school will seek external advice where specialist knowledge is required.

The school will share relevant information with appropriate agencies where this is necessary to protect pupils, staff or visitors, in accordance with safeguarding and data protection requirements.

The DfE recommends that schools develop relationships with relevant security networks and agencies so that security information and advice can be shared effectively.

4. Security Risk Assessment

The school will maintain a proportionate security risk assessment covering the principal risks relevant to the school.

This will consider, where appropriate:

- unauthorised access;
- trespass;
- theft;
- vandalism;
- criminal damage;
- arson;
- violence and aggression;
- weapons;
- suspicious packages or items;
- protest or public disorder;
- cyber security;
- loss or theft of equipment;
- safeguarding risks;
- risks to vulnerable pupils or staff;
- terrorism-related risks where relevant;
- school events;
- contractors and deliveries;
- out-of-hours access;
- emergency access;
- vehicle and pedestrian access;
- perimeter security;
- lighting;
- CCTV;
- access control;
- alarm systems; and
- security implications of the school building and grounds.

The DfE's current security guidance identifies a range of potential threats, including theft, vandalism, trespass, malicious damage, protest, weapons and other criminal activity, and recommends that preventative measures are proportionate to the risks identified through the school's security risk assessment.

The security risk assessment will be reviewed:

- at least annually;
- following a significant incident;

- following a significant change to the school premises;
- when new security risks are identified;
- following significant changes to the school's use of the site; or
- when advised by the police, local authority or other competent organisation.

The opening and occupation of the school's new building in November 2026 will be treated as a significant change and the security risk assessment will be reviewed accordingly.

5. Physical Security Arrangements

The school will maintain appropriate physical security measures based on its risk assessment.

These may include:

- perimeter fencing;
- gates;
- secure external doors;
- access control systems;
- locks;
- security glazing;
- CCTV;
- security lighting;
- intruder alarms;
- appropriate signage;
- secure storage;
- controlled visitor access; and
- other measures identified through risk assessment.

The DfE identifies effective access control, CCTV, perimeter fencing, security lighting, security glazing and intruder alarms as examples of preventative security measures.

5.1 Gates and External Access

External gates will be secured during the school day where appropriate.

The school will ensure that:

- gates are not unnecessarily left open;
- vehicle access is controlled;
- deliveries are appropriately managed;
- emergency access is maintained;
- pedestrian routes remain safe; and
- access arrangements are appropriate for the needs of the school community.

Any significant delivery, contractor access or vehicle movement onto the site should be planned and supervised where appropriate.

5.2 Doors and Windows

Staff are responsible for ensuring that doors and windows are appropriately secured when rooms are unoccupied.

External doors must not be propped open unless there is a specific operational reason and appropriate supervision.

Fire doors must not be wedged or held open in a way that compromises fire safety.

5.3 CCTV

Where CCTV is installed, it will be operated in accordance with the school's CCTV and Surveillance Policy and data protection requirements.

CCTV will only be accessed by authorised individuals.

CCTV images will be retained and disclosed in accordance with the school's retention arrangements and applicable data protection requirements.

DfE guidance confirms that CCTV can support the safety of pupils, staff and visitors, but schools must comply with data protection requirements when using it.

5.4 Security Lighting

Security lighting will be maintained and tested as appropriate.

Faults will be reported to the Site Manager or premises lead and addressed as soon as reasonably practicable.

6. Access to the Premises and Visitors

The school premises are private property. Parents and carers have an implied licence to enter the premises for certain legitimate purposes, such as bringing or collecting children or attending appointments or school events. Schools can set reasonable rules about access and can withdraw or restrict access where appropriate.

6.1 Main Entrance

During normal school hours, visitors should enter through the designated entrance and report to the school office/reception.

Visitors should not be permitted to enter the school building unacknowledged.

6.2 Visitors

Visitors will:

- report to reception;
- provide their name and reason for visiting;
- sign in using the school's visitor system;

- be issued with appropriate identification;
- remain within authorised areas;
- be escorted where required; and
- sign out when leaving.

Visitors should not be permitted to wander around the school unaccompanied where supervision is required.

The DfE's current guidance states that visitors should initially report to the school office/reception, where the purpose of their visit can be established before signing in and receiving a visitor badge. It also states that visitors should not be allowed to wander around the school unaccompanied.

6.3 Contractors

Contractors will follow the school's visitor and site safety procedures.

The school will establish appropriate arrangements for contractors who require access to secure areas.

Where contractors are undertaking work that affects school security, appropriate controls will be established before work begins.

6.4 Identification

Staff will wear school identification in accordance with the school's arrangements.
Visitors and contractors will wear appropriate identification while on site.

Anyone without appropriate identification may be asked, **where it is safe to do so**, to report to reception.

Staff should not confront a person who appears threatening or dangerous.

7. Removing or Barring Individuals from the Premises

The school may restrict or withdraw an individual's permission to access the premises where their behaviour presents a risk to pupils, staff or others.

This may include individuals who:

- behave aggressively;
- threaten or abuse staff;
- cause a nuisance or disturbance;
- repeatedly disregard school access arrangements;
- trespass;
- behave in a manner that presents a safeguarding or security concern; or
- commit or are suspected of committing an offence.

The DfE's guidance confirms that schools can bar individuals where aggressive, abusive or insulting behaviour creates a risk to staff or pupils. It also sets out the process schools should follow, including informing the individual in writing and providing an opportunity to make representations.

Any decision to bar an individual will be made by the Headteacher in accordance with the DfE guidance and the school's legal powers.

A temporary restriction may be imposed where immediate action is necessary to protect pupils or staff while the matter is considered.

Where appropriate:

- the police will be contacted;
- the local authority will be consulted;
- relevant safeguarding professionals will be informed; and
- alternative arrangements will be made for legitimate contact with the school.

A ban will be reviewed within a reasonable period, taking account of the circumstances.

The school will maintain appropriate records of decisions to restrict or bar access.

8. Equipment and Personal Belongings

School equipment will be protected from loss, theft and unauthorised use.

Staff will:

- return equipment to secure storage where appropriate;
- lock equipment away when not in use;
- protect laptops and other portable devices;
- follow information security procedures;
- report missing equipment immediately; and
- follow school procedures when removing equipment from the premises.

The removal of significant or sensitive school equipment from the premises should be authorised in accordance with school procedures.

8.1 Personal Belongings

Staff, pupils, parents, visitors and contractors remain responsible for their personal belongings.

The school cannot accept responsibility for loss or damage to personal property unless required by law or specifically agreed.

Pupils should be discouraged from bringing valuable or unnecessary items to school.

8.2 Outdoor Equipment

Outdoor play and sports equipment will be stored securely when not in use, where appropriate. Any damaged or unsafe equipment will be reported and removed from use.

8.3 Lost Property

Lost property will be stored securely for a reasonable period and dealt with in accordance with the school's agreed arrangements.

9. School Events and Out-of-Hours Use

Security arrangements will be considered for school events, including:

- parents' evenings;
- performances;
- meetings;
- open events;
- community use;
- sporting events;
- after-school clubs; and
- other activities involving visitors.

Where appropriate:

- unused rooms will be secured;
- access will be limited to areas required for the event;
- equipment will be secured;
- visitor numbers will be considered;
- emergency exits will remain accessible;
- responsible staff will be identified;
- safeguarding arrangements will remain in place; and
- the premises will be secured after the event.

Where staff are required to work alone outside normal hours, the Lone Worker Policy and relevant risk assessment will apply.

10. Information and Cyber Security

The school recognises that security extends beyond the physical premises.

Information security arrangements will be managed in accordance with the school's:

- Data Protection Policy;
- Information Security arrangements;
- Records Management Policy;
- Acceptable Use arrangements; and
- relevant IT policies and procedures.

The school will maintain appropriate technical controls, which may include:

- secure user accounts;

- strong passwords;
- multi-factor authentication where available and appropriate;
- firewalls;
- malware protection;
- secure filtering;
- access controls;
- appropriate network security;
- secure backups;
- software updates; and
- monitoring and response arrangements.

Access to sensitive information will be restricted according to legitimate role requirements.

Staff must:

- keep passwords confidential;
- lock devices when unattended;
- report lost or stolen equipment promptly;
- report suspected data breaches;
- avoid accessing sensitive information through insecure means;
- follow the school's acceptable use requirements; and
- follow the school's data protection procedures.

The DPO will oversee data protection arrangements and provide appropriate advice and training.

11. Serious Violence, Weapons and Suspicious Behaviour

The school recognises that security risks can include violence, weapons and other criminal activity.

Concerns about serious violence, weapons or exploitation will be managed in accordance with the Child Protection and Safeguarding Policy and relevant safeguarding procedures.

Staff should report concerns promptly to the DSL or Headteacher.

Where there is an immediate threat to life or safety, staff should contact the emergency services by calling **999**.

Staff must not place themselves or pupils at unnecessary risk by attempting to physically intervene in a dangerous situation.

11.1 Suspicious Items

Staff and pupils must not touch, move or interfere with an item that appears suspicious or out of place.

They should:

- move away from the item;

- prevent others from approaching where it is safe to do so;
- inform a senior member of staff; and
- follow the school's emergency procedures.

Where appropriate, the police or emergency services will be contacted.

11.2 Serious Violence and Safeguarding

Where concerns indicate that a child may be at risk of serious violence, exploitation or other harm, the school's safeguarding procedures will be followed.

KCSIE 2026 makes clear that safeguarding is everyone's responsibility and that staff should act immediately on concerns and report them without delay through the school's safeguarding arrangements.

12. Reporting Security Concerns

All staff are responsible for reporting security concerns promptly.

Examples include:

- unidentified or suspicious individuals;
- broken gates, doors, windows or locks;
- missing keys or access devices;
- missing equipment;
- damaged fencing;
- failed alarms;
- security lighting failures;
- suspicious packages or items;
- threatening behaviour;
- unauthorised access;
- attempted trespass;
- theft;
- vandalism;
- criminal damage;
- suspicious vehicles;
- concerns about cyber security; and
- any other matter that could compromise the safety or security of the school.

12.1 Immediate Threats

Where there is an immediate threat to life or safety:

Call 999.

Staff should then notify the Headteacher or senior member of staff as soon as it is safe to do so.

12.2 Non-Urgent Concerns

Non-urgent security concerns should be reported to:

- the Headteacher;
- School Business Manager;
- Site Manager/premises lead; or
- school office.

The concern will be recorded and assessed.

12.3 Incident Review

Following a significant security incident, the school will consider:

- what happened;
- whether existing controls were effective;
- whether further risk assessment is required;
- whether additional security measures are necessary;
- whether staff require further training; and
- whether the incident should be reported to external agencies.

- **13. Emergency Procedures and Lockdown**

The school will maintain emergency procedures for significant security incidents.
These will include arrangements for, where relevant:

- lockdown;
- intruders;
- violence or weapons;
- suspicious items;
- bomb threats;
- serious criminal activity;
- significant public disorder;
- terrorism-related incidents;
- evacuation;
- severe weather;
- loss of utilities;
- major damage to the premises; and
- other emergencies identified through risk assessment.

The school's emergency and lockdown procedures will contain the operational detail required during an incident.
This policy does not replace those procedures.

- **13.1 Lockdown**

The school will maintain a separate lockdown procedure setting out:

- who can initiate lockdown;
- how the lockdown is communicated;
- what staff and pupils should do;
- arrangements for pupils with additional needs;
- how visitors and contractors are managed;
- how emergency services are contacted;
- how the school communicates with parents/carers;

- how lockdown is ended; and
- arrangements for recording and reviewing the incident.

The school will work with the police and other relevant agencies when developing and reviewing emergency procedures.

The DfE provides specific lockdown, evacuation, bomb threat and business continuity resources as part of its current school security guidance.

13.2 Communication

During a serious incident, the Headteacher or nominated senior leader will coordinate communication with:

- staff;
- pupils;
- parents/carers;
- the local authority;
- emergency services; and
- the media, where necessary.

No member of staff should make public statements on behalf of the school unless authorised to do so.

The school will ensure that communications do not compromise safeguarding, operational security or police activity.

14. Staff Training and Pupil Awareness

All staff will receive appropriate information about school security arrangements as part of induction and through ongoing training.

Training will include, as appropriate:

- access control;
- visitor management;
- safeguarding;
- emergency procedures;
- lockdown;
- suspicious behaviour;
- suspicious items;
- violence and aggression;
- reporting security concerns;
- information security;
- data protection; and
- personal safety.

Staff will be expected to understand how and when to contact the police or emergency services.

Pupils will receive age-appropriate information through the curriculum and school routines.

For an infant and nursery setting, security messages will be communicated in an age-appropriate manner and will focus on simple, reassuring instructions such as:

- staying with their adult;
- following staff instructions;
- telling an adult if they are worried;
- not opening doors or gates for strangers; and
- what to do during an emergency.

Security procedures will be communicated in a way that does not unnecessarily alarm young children.

15. Testing and Exercising Security Procedures

The school will periodically test relevant security arrangements to ensure they remain effective.

Testing may include:

- alarm testing;
- access-control testing;
- emergency communication checks;
- visitor procedures;
- lockdown exercises;
- emergency response exercises;
- checking emergency contact information;
- reviewing staff knowledge; and
- tabletop exercises with relevant staff.

Testing will be proportionate and appropriate to the age and needs of pupils.

The school will avoid unnecessary distress to young children when testing emergency arrangements.

Following a test or real incident, the school will identify lessons learned and implement appropriate improvements.

The DfE's current security guidance includes templates and resources for risk assessment, lockdown, evacuation, bomb alerts and business continuity, supporting schools to test and review their arrangements.

---

16. Monitoring and Review

The Headteacher, School Business Manager and Site Manager/premises lead will monitor the effectiveness of the school's security arrangements.

This will include:

- security inspections;

- reported incidents;
- visitor arrangements;
- access control;
- alarm systems;
- CCTV;
- perimeter security;
- staff feedback;
- emergency exercises;
- safeguarding concerns;
- information security incidents; and
- changes to the school estate.

The Governing Board will receive appropriate information about significant security risks and incidents.

This policy will be reviewed **annually**, or sooner where:

- legislation or guidance changes;
- there is a significant security incident;
- the school's premises change;
- new security risks are identified;
- significant changes are made to access arrangements; or
- advice is received from the police, local authority or another competent organisation.

The move to the school's new building in November 2026 will trigger a review of the security risk assessment, access arrangements, emergency procedures and this policy.

Next scheduled review: September 2027.