

Date Reviewed:	February 2025
Review Date:	February 2028



Agreed by Health and Safety Committee	Date: 18/08/2025
Name: Natalie Sadler	Signature: Electronically on Governor Hub

Security Policy – February 2025

Highfield Nursery School will be a safe happy school for all pupils, staff, parents and visitors. Thus, enabling all users to work and thrive in a secure and welcoming environment.

General Procedures

- Security doors will be locked at all times and access to parents and visitors will be from the main entrance, where office staff/nursery staff will monitor entry.
- All visitors will 'sign in' and 'sign out' and wear visitor's lanyards. Red for those who do not hold a DBS and green for those who hold a current DBS.
- All visitors to read the Health and Safety Visitors Information leaflet.
- Staff members will wear security badges at all times.
- As part of Health and Safety education pupils will be taught to understand the need for personal and school safety.
- All staff will be trained to deal with situations affecting pupils and personal safety.
- All incidents/accidents will be reported to Head Teacher and logged.
- Contractors must use Property Log Procedures.

Ethos

Having an effective Security Policy will have obvious implications on school ethos, as the safety of pupils and staff is paramount and cannot be compromised. However, all staff and children will endeavour to ensure that Highfield Nursery continues to be a bright, friendly and happy school.

Roles and Responsibilities

Leadership Team:

- To arrange a security survey and risk assessment annually.
- To identify strategies to monitor the effectiveness of school security policy.
- To train and support staff in dealing with incidents involving personal and pupil safety.
- To ensure that pupils follow school safety rules.
- To raise awareness of school security procedures with other school users e.g. Lettings
- To log incidents and initiate action.
- The Headteacher has the right to bar access to the school as per DfE guidance 'Controlling access to school premises' 2019

Centre Staff

- To be aware of School Security Policy.
- To follow procedures: and use centre board to show when in setting.
- Use correct entrances, wear badges.

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- Secure doors and report and log incidents.
- To approach with caution any person in school building/grounds who is not wearing a Visitor's Pass.
- To direct parents and visitors to reception to 'Sign in'.
- To educate children through Personal, Social and Emotional Development and Health and Well-being to be aware of School Security and Safety Procedures.

Clerical Staff

- To be aware of School Security Policy.
- To follow procedures by:
- Use correct entrances, secure doors and report and log incidents.
 - Inform Head Teacher of all contractors on site.
 - To welcome visitors.
 - To monitor entry and exit of school users via Main Entrance
 - To 'sign in/out' visitors and issue/retrieve passes.
 - To assist in case of emergency (pupil accidents etc).
 - To report breaches of School Security to Senior Leadership Team.
 - To seek assistance from Head Teacher when concerns arise.
 - To securely lock any monies daily.
 - To maintain and use "walkie talkies" to communicate with staff.

Caretaker

- To be aware of School Security Policy.
- To follow procedures:
- Use correct entrances, wear badges, and secure doors and report and log incidents.
 - To assist in the case of emergency
 - To report incidents and breaches of security to Head Teacher.
 - To ensure gates and doors are security locked.
 - To ensure alarms are set.
 - To control access re. Deliveries.
 - To ensure security doors, alarms, gates and locks are operational and reports faults to Head Teacher.
 - To ensure that Contractors 'sign in' and wear appropriate lanyards and use Property Log procedures.

Catering Staff

- To be aware of School Security Policy
- To follow procedures:
- Use correct entrances, wear badges, and secure doors and report and log incidents.
 - To ensure kitchen door is secured at all times – except during deliveries.

Cleaning staff

- To be aware of School Security Policy.
- To follow procedures
- Use correct entrances, secure doors and report and log incidents.
 - Key holders must ensure school doors and gates are securely locked.

Safety and Security Updates

- All visitors and contractors must enter the building via the main entrance and report to reception to sign in.
- Visitors – office should inform Head Teacher visitors are in school.
- Contractors – Contractors to sign property log. Prior to work commencing, office/caretaker should inform Head Teacher of nature of work to allow risk assessment to be carried out and property procedures must be followed.

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Please read alongside Critical Incidents Policy and Procedure