St John and St Nicolas Schools Federation

For the good of all through curiosity, creativity and love

Policy Title:	**Security Procedures**
Policy Reference:	**SJN058**
Description:	Procedures for security on school premises
Status:	Approved by Governing Board
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Contact:	governors@stjohnandstnicolasschools.org.uk
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Other relevant policies:	
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1.1	*15.7.24*	*FC minutes 8.7.24 FGB minutes 15.7.24*	*Update item 2 Locking and unlocking, version number/dates, include vision statement, number items*	*July 2026*
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St John and St Nicolas Schools Federation
Security Policy and Procedures

At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does. It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community.

1: Introduction – Security Procedures
Our aim is to provide a safe and secure environment for pupils, staff and visitors in both schools. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

School security is the responsibility of the Governing Board. This policy will be reviewed every two years and security will be monitored by the governor responsible for Health and Safety at least twice per year.

The Executive Headteacher is responsible for the implementation of this policy and is supported in this by the Heads of School, School Business Managers and school caretakers.

The Executive Headteacher will ensure:

- All staff appreciate the importance of security and understand the federation's policy and their responsibilities;
- Staff training needs are kept under review and training arranged as necessary;
- Parents and children are informed of the Security Policy and encouraged to support its implementation;
- Formal risk assessments are conducted and updated on an annual basis;
- Routine security checks are carried out on an on-going basis by the caretaker including checking the security of the perimeter fence;
- Governors are kept up to date on issues relating to school security;
- Crimes are reported to the police.

2: Locking and Unlocking

- The school building will be unlocked by the first member of staff on the premises. This member of staff will unset the alarm.
- During the school day, St John's side gates attached to the school and St Nicolas' gates to the playground remain locked. St Nicolas' front gate should remain shut all the time.
- The door from the entrance area to the school should remain shut to ensure children's safety.
- The building will be locked by the last person leaving at the end of the day. They will need to ensure that all doors and windows are secure and that lights are switched off. This will normally be the school caretaker.
- School gates will be unlocked at the beginning and end of the school day. They will be promptly closed at the start of the school day and 10 minutes after the end of the school day to ensure children's security and safety.
- During school hours, any parent coming into the school should first sign in at the school office.
- Parents dropping off children should vacate the school premises by 8.55am (St John's) and 9.05am (St Nic's).

3: Collection of Children

- At the end of the school day the Head of School will check that all children have been collected.
- Children who have not been collected should come to the school entrance area.
- At least one member of staff should remain in school during extra-curricular activities run by outside agencies and should ensure that children are collected at the end of the activity (note this does not apply to lettings).

4: Checks on Adults

- All adults employed by the federation and all adults employed by other agencies that are working on the premises should have clearance through the Disclosures and Barring Service.
- The school offices will check the identity and DBS checks of all adults working in the schools and this will be added to the school's single central record of checks.
- Any adult volunteering or visiting the school during the school day should provide proof of their identity and any adult who will be unaccompanied will need to have clearance through the Disclosures and Barring Service.
- Any adult without DBS clearance will be accompanied when inside the school.

5: Children who go missing whilst at school

In the event of a child going missing from the school premises we would take the following steps:

- School staff would search the buildings and complete premises.
- If the child was not on the premises, school staff would search the local vicinity maintaining contact with the school by mobile phone.
- If the child was not found within minutes the school would phone the police and the parents/carers.

- If necessary i.e. if the child is not found within a reasonable time and with guidance from the police and West Berkshire District Council, the school would follow its Critical Incident Management Plan.

6: Visitors

- All visitors, including contractors, come to the main office entrance, report to School Secretary, sign in the visitors' book and wear a visitors' badge.
- All contractors are asked to show their ID.
- All parents are asked to report to the school office and make an appointment to meet with a member of staff and then follow the procedure above
- All staff ensure that the people trying to gain entry to the school should enter via the front entrance. They should not try to gain entry through the side gates.
- Children are encouraged to notify the nearest member of staff if they see an unknown visitor not wearing a visitor's badge. Staff should immediately report this to the Head of School or a member of the school office team, who will verify the particulars of any unknown visitor, accompanied by another member of staff. At no time will any member of staff put themselves at risk by challenging the unknown visitor on their own.

All staff should take shared responsibility to ensure that the Security Policy is implemented.