HCAT

Building Security Policy

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Version Number	Version Description	Date of Revision
1	Original	July 2023
2	Rebranded	Aug 2024
3	Reviewed	August 2025

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General Policy Statement

Summer Lane Primary will ensure, as is reasonably practicable, that employees, students, and other visitors to the school are protected from risks to their health, safety and welfare and that children should be able to learn, and that staff should be able to carry out their full range of duties and responsibilities in a safe and secure environment that is free from the threat of crime and violence.

Measures will be adopted to aid the safety and security of staff, students, visitors, and unauthorised visitors to the School, as well as helping to reduce the potential for arson, theft, and vandalism. Building security procedures will include arrangements to ensure, as far as is reasonably practicable, that unauthorised visitors are prevented from entering the school premises and that, should these systems fail, procedures are in place to deal with unauthorised visitors should they gain access. Furthermore, the school and the Trust will review security controls to prevent a reoccurrence of the unauthorised entry.

The Head of School and the Governing Body of Summer Lane Primary recognise their responsibility as stated in the HCAT Health and Safety Policy.

The Governing Body will agree a security policy which puts into place reasonable and practical measures to safeguard the welfare of students, staff and visitors and reduces the risk of damage to the school buildings and equipment.

The policy will be reviewed annually and ratified by the Local Committee.

Statement of Security Organisation

The school arrangements for implementing the policy extends to the governing body, the employer and the employees as detailed below:

Health and Safety legislation places a duty on employers for the health and safety of their employees and anyone else on their premises. At Summer Lane Primary this includes responsibility for the Head of School and all staff, students, and visitors (including contractors).

The employer (HCAT) is responsible, under the Health and Safety at work Act 1974 (HSWA), for making sure that Summer Lane Primary has a Health and Safety Policy. This also includes security arrangements, based on a risk assessment of the school, and covers the following areas:

- Security arrangements including access and egress from the building
- Core hours and out of hours access
- Visitor management and identification
- Security breaches and reporting of incidents
- Cash handling

Management of the school site security, the perimeter fence lines, and the car parking facilities are the responsibility of the school. The school along with the Governing Body, the Head of School and employees who have designated responsibilities for facilities management will ensure, so far as is reasonably practical, the work and actions of the School will ensure that security is always maintained.

The School has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person/s for day-to-day responsibility is the Head of School.

Duties

The Governing Body

The Governing Body must ensure that:

- This Building Security Policy is implemented
- There are arrangements in place for consulting and informing staff about security
- There are arrangements for adequate financial resources to implement the policy
- There are arrangements for monitoring and reviewing the policy
- Parents are informed of security arrangements via the School website

The Head of School

The Head of School is responsible for implementing the Building Security Policy agreed by the Governing Body. The Head of School is also responsible for the strategic delivery and contractual compliance of the building security service to the School.

The Head of School is responsible for determining which tasks and functions are delegated to other School.

- The Director of Operations will manage day to day operations on behalf of the School
- The caretaker will be responsible for the day-to-day delivery of the security management service supported by the Business Manager

Line managers who have delegated responsibilities from the Head of School are responsible for:

- Providing information to employees on the importance of building security and the individual responsibilities of all employees
- Providing training to those employees for whom it is appropriate
- Ensuring that the Building Security Policy is available to parents via the school website
- Ensuring that incidents are reported using the appropriate Health and Safety Forms
- Obtaining advice as and when required from the Local Authority, Local Education Partnership (LEP), Police and other relevant third parties
- Ensuring that an established method of contacting the Police is in place in the event of an emergency
- Ensuring that all breaches of building security are reported to the Local Authority, LEP and the Police where relevant
- Ensuring that a risk assessment is undertaken on the school building security and is reviewed on an annual basis
- Ensuring that risks posed to specific staff members are assessed in line with the 'Personal Safety in Schools' document

Employees

All employees should be aware of their role in ensuring building security measures are followed. These include:

- Reporting potential hazards
- Reporting incidents using the appropriate Health and Safety forms
- Implement School emergency procedures

Specific Duty Holders

SECURITY ISSUES	NAME	SPECIFICS
Checking of perimeter fencing and access routes	Caretaker	Daily patrols are undertaken by the caretaker
Securing School entrance/exits	Caretaker	Locking and unlocking procedures are in place throughout the day
Control of visitors	Summer Lane Primary Reception staff	Reception staff members are responsible for screening all visitors. Visitors are asked to sign in and are given a visitor ID badge
Control of contractors	Summer Lane Primary Reception staff Caretaker	The school have in place a signing in book for contractors and they are issued with a visitor badge
Security of money	Summer Lane Primary Admin	Financial procedures are in place for dealing with the security of money on the School premises
Emergency procedures (Fire, first aid, accidents)	Summer Lane Primary	Fire Evacuation – procedures in place, First Aid Policy in place
Building security risk assessment	Summer Lane Primary School	Responsibility of the School
Intruder alarms	Summer Lane Primary School – contract in place with Doyle	Doyle Security have responsibility for responding to the intruder alarm

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	security who attend out of hour calls. SLA in place with Doyle Security for maintenance.	out of hours. SLA in place with Doyle Security for monitoring and maintenance of the system
Completion of Premises Fire Logbook including Fire Risk Assessment[1]	Caretaker Total Fire complete Fire RA	The caretaker has responsibility for the completion of the fire logbook and the fire risk assessment with support from Total Fire and the Local Authority.
Fire Alarm (which meets BS:5839)	Caretaker Norse Infinity	The caretaker has responsibility for the operation, monitoring and maintenance of the fire alarm system Norse Infinity complete an annual service on the alarm

Risk Management

The school has a risk management policy which is in place along with a register of risks appropriate to the School operations. The Governing Body are responsible for managing and reviewing their identified risks pertinent to their terms of reference.

Arrangements for Building Security

Physical Security Arrangements, Access, and Egress

Summer Lane Primary is built on a largely enclosed campus. The school building has three main access points including:

- The entrance where reception is located
- Two student entrances (accessible between 8:30am – 9am, 12:30pm – 12:45pm, 3:00pm-3:40pm)

The main access route into the School from the car park, located at Pogmoor Road is as follows:

Public and staff access via fob accessed road gate and pedestrian gate. The main gate and pedestrian gates are always accessible. The side gates to the rear playground and locked between 8:30am – 9am, 12:30pm – 12:45pm, 3:00pm-3:40pm. The only accessible point during this time is the main school reception.

Security of Doors and Windows

The school have responsibility to ensure security of doors and windows.

School employees are responsible for:

- Ensuring classrooms and other associated areas/rooms are locked after use
- Windows are closed after an area/room has been vacated. This is only after they have been opened manually as opposed to them being on the automatic CO2 timers
- Fire doors are not left open and remain clear
- Safe access and egress routes are always maintained and remain clear.
- Being vigilant always and not afraid to ask people who are not wearing an ID badge to identify themselves and their business at the school

Security System

The school ensures there is adequate provision in terms of security systems and intruder alarm systems.

Any maintenance required to the security system will be by a specialist subcontractor arranged by the school and recorded on Risk Manager.

Outside of the agreed opening and closing times, access doors to the individual areas will be automatically locked and visitors will be directed to the main reception area where they will not be able to progress any further without the use of an access control card or an escort.

School staff members are responsible for:

- Reporting any issues and concern areas through the main school office.

Intruder Alarms and Lighting

The school ensures there is adequate provision in terms of intruder alarms and lighting.

During the School Day the SLT will respond to any breach in security. Intruder alarms and lighting will be maintained by a specialist subcontractor arranged by the school.

Outside of School hours intruder access systems will be monitored by a specialist security provider, sub-contractor. This is currently assigned to Doyle Security Services.

The remote monitoring specialist security provider will receive an alarm if the building perimeter infrared (PIR) system is breached. If the alarm sounds they will attend site and investigate further, emergency services will be called as required.

To comply with the Data Protection Act, appropriate signage will be displayed throughout the school site. Signage will be kept clean and well maintained to ensure they are clearly visible and legible.

External lighting will be kept clean and maintained regularly to ensure users of the school have safe access, especially from the car park area. Lights will be switched off when the school is closed.

Core Hours and Out of Hours Access

Core Hours

The school building is open for core hours between 06.30am – 18.00pm, Monday to Friday all year round. Students can access the school during the hours of 07.45am and 6.00pm. During the curriculum day, access for students is through the classroom entrances. The classroom entrance doors will be locked whilst the school is in session and then opened at break time and lunch time to allow students to access the outside spaces. The gates at the side of the school leading to the student access doors will remain locked once all students have arrived at School in the morning and will re-open at 3.00pm for students leaving the School. This ensures that the outside spaces are secure and the safeguarding of students.

The start and finish times for specific year groups during the current academic year are as follows:

Year Group	Start Time	Finish Time
Nursery AM	08.30am	11.30am
Nursery PM	12.30pm	3.30pm
Reception to Y6	8.45am	3.15pm

School Patrols

The caretaker will, daily, carry out perimeter patrols to identify any potential security issues and any problems will be reported via the main office.

Visitor Management and Identification

Visitors to the School will report to the main School reception and will sign in as previously stated and they will remain the responsibility of the teaching or support staff member they have come to meet with. All contractors will be expected to wear identification whilst on the school premises along with a visitor badge. Anyone not wearing identification may be challenged by School employees.

Visitors found not to have signed in using the proper procedures or wearing an identification badge may be asked to leave the building. Should any person become aggressive, abusive, or violent then the Police may be called.

Crime Prevention

The school are responsible for the appointment of specialist contractors who will maintain crime prevention systems such as intruder alarm systems. The school is responsible through their appointed grounds maintenance contractors to ensure all external shrubs and plants are maintained to ensure that there are no blind spots or hidden areas around the site. The school will liaise directly with the Police and other stakeholders as required.

Emergency Vehicles

The site team will regularly patrol car park areas and access points to the site. This is to ensure clear access is always available if emergency vehicles need to enter the school site. Although the school is not legally able to remove vehicles themselves, the SLT will work with the Police Authority and the Trust to ensure that procedures are in place to contact them for the removal of vehicles if necessary.

Vandalism and Theft

Events of vandalism will be responded to in accordance with the Trusts requirements.

Any events of theft will be advised to the school representative and where necessary the police and a crime number obtained.

All incidences of vandalism and theft will be recorded through the main office.

Damage claim forms may be completed by the SLT and where it is suggested vandalism may be directly attributable to the school, for example, caused by a student. This must be dealt with at source, ideally as soon as the incident has taken place through discussions with the school representative (Director of Operations). Such discussions would be to agree as to whether the school accepts the responsibility, along with any potential costs to rectify such acts of vandalism.

Equipment

All equipment involved in security management will be regularly inspected by the caretaking team. Specialist sub-contractors will be responsible for the planned and reactive maintenance of this equipment.

Security Breaches/Reporting of Incidents

Any incidences of breaches of security that occur whilst the school is in use will be reported to the Head of School. The Police will be called on the instruction of the Head of School. Outside of normal School opening hours, the remote monitoring company will advise the duty key holder of any alarm activation.

Staff Vetting and Employee Security Checks

All staff employed by external organisations that require access during the school day will have an up-to-date Disclosure and Barring Service Check (DBS) to the level required by the Trust before being allowed to operate on site.

This includes all site operatives and both local and central management of external organisations working in the school.

All sub-contractors with routine attendance to the sites (e.g., window cleaning, ground maintenance, specialist maintenance) will also be required to prove that all operatives have DBS or equivalent disclosure before they can attend site.

All other contract operatives will be supervised by the caretaking staff whilst they are on site.

All staff employed by the school will have an up-to-date Disclosure and Baring Service check under the Trust's policies and procedures which have been adopted by the school.

Staff Identification

All staff employed by the school will be issued with staff identification badges containing a photograph and job title.

All staff employed by external organisations, HCAT or the Local Authority will always be required to wear an identification badge when they are on site.

Visitor Control Systems

There is signage in place directing visitors to the main reception of the school where they will be asked to sign in using the visitor entry signing in system and give the reasons for their visit.

Reception staff members are responsible for dealing with visitors, ensuring that they are given adequate health, safety and welfare instructions proportionate to the length and nature of their visit. Examples range from fire procedures, location of welfare facilities including first aid, limitations of access, signing out procedures and access provisions for disabled visitors.

Wherever possible, visitors will be accompanied for the duration of their visit by the employee that they have come to visit. The school may determine that regular visitor/s with DBS checks can be unaccompanied if they are familiar with the School.

School staff should, with the proper briefing, be encouraged to question visitors who have no ID badge and report any incidents of unauthorised visitors to a line manager, or senior manager dependant on the seriousness of the occurrence. Students are asked to report a visitor with no badge to a teacher.

Information should be provided to staff, particularly those at reception areas, about any person who has been banned from entering the premises or who has a court injunction/order against them preventing them from accessing any student at the school.

Key Holding

The specialist security provider will be the key holder for out of hour's incidents relating to breaches of security.

The specialist security provider will be automatically informed of any intruder or fire alarm activations and will respond accordingly.

The Office Manager will be responsible for supplying and maintaining all key/fobs for the premises including maintenance of adequate records of authorised key holders.

Access Control

The school operate and maintain the access control equipment including the issuing access fobs.

Staff Keys

A record of all keys issued to staff members is kept by the school. This will include the date of issue, the key holder and the employee's job title.

Any lost keys must be reported directly to the Director of Operations. All building keys are on a suited system and lost keys can cause a significant security risk to the building. This could result in all the locks being replaced at a cost to the party responsible for losing them. This may include School employees or Doyle Security.

Equipment Marking and Storage

Any valuable School equipment should be placed in a secure storeroom after use. Equipment that must be left in situ should be protected by being secured in position or being placed within a room that has increased security measures added to it, such as security doors.

Access to any secure store or room should be for designated staff only. Such rooms should always be kept locked. Staff members are aware that these should remain locked when they are not in use.

The school operates computer systems which are networked, and these are provided and serviced by the Trust's IT Team.

The data stored is also an important asset that should be included in the school security strategy. Data stored includes, management information systems, administration records and students' course work which are all valuable assets to the school.

Backing up procedures for the data should be well defined and conscientiously followed. There is a Trust Data Protection Policy in place, and this should be referred to separately.

Personal Property

Students at the School should be discouraged from bringing valuable items onto site.

Additionally, students and parents are aware that should valuables be brought into the School, the School will not accept liability for the loss, damage, or theft of personal items. However, if staff members agree to store valuables for safe keeping, or confiscate them, they should be aware that liability may be assumed by the school in the event of loss, damage, or theft, and therefore this action may be discouraged by the Head of School. It is recommended that items are returned to student/parent at the earliest opportunity.

Cash Handling

Arrangements are in place for how cash is handled within the school. Where cash is reconciled and kept in the school overnight, it is stored safely in the agreed designated safes.

To mitigate risks, cash is counted in secure rooms away from public view and is checked by two staff members, as and when deemed necessary. This money is then taken to the bank by two members of staff.

There are financial procedures in operation which comply with recommended best practice. This procedure is in line with advice from the Risk Management Policy. The financial procedures are referenced separately to this policy.

Building Security Risk Assessment

School Name:	**SUMMER LANE PRIMARY**
Hazards:	• Open grass fields with long perimeters and fence lines • Multiple entrances

	• Glazing
	• Lack of security procedures
Risks:	• Arson
	• Personal injuries/aggressive behaviour experienced by students and staff
	• Damage to windows, doors, and furniture
	• Equipment damaged or stolen
	• Damage to the School's reputation leading to reduced admissions
	• Reduced morale amongst staff leading to reduced performance
	• Disruption to learning

Persons exposed to risks *(tick as appropriate)*

Employees	✓	Public	✓	Young persons	✓	Trespassers	✓
Contractors	✓	Clients	✓	Visitors	✓	Others (Specify):	

Control Measures: The controls measure for risks must be viewed as a hierarchy. However, in practice several the control measures in combination are likely to be required:	Compliant?			Actions Required
	Y	**N**	**NA**	
REDUCE • Reduce the number of access points to the school • Introduce security lighting • Introduce intruder alarm systems • Fit window restrictors to low level and accessible windows • Introduce security patrols where necessary (e.g., when building is used out-of-hours, when construction work underway) • Upgrade fire exit doors as appropriate	Y Y Y Y Y Y			Adherence to Core and Non-core hours access points as part of this Building Security Policy. Lighting in place – monitored and maintained by the caretaker In place – monitored and maintained by caretaker and external SLA. Not required – manual and remote systems controlled. Monitored and maintained by caretaker. In place, Doyle Security for out of hours as the sub-contractor.

	Y	N	NA	
				Caretaker responsibility external Fire RA completed by Total Fire.
ISOLATE				
• Introduce physical barriers around the school perimeter such as fencing, shrubbery, gates	Y			Caretaker responsibility to check fence contractors available if breach in perimeter.
• Keep bins in a compound or secured to an anchor point away from the building	Y			Caretaker responsibility.
• Keep valuable equipment in secure storage facilities	Y			Caretaker/ school staff responsibility.

Control Measures: The controls measure for risks must be viewed as a hierarchy. However, in practice several the control measures in combination are likely to be required:	**Compliant?**			**Actions Required**
	Y	**N**	**NA**	
CONTROL				
• Install CCTV systems at points of the perimeter where intruders are known to access		N		The school does not have a CCTV system in operation managed
Introduce signage such as:				
• Warning notices	Y			Signage is in place; this is managed and maintained by the caretaking team.
• Trespasser notices	Y			
• Directional signs to guide visitors to reception	Y			
• Secure some access points (gates and doors) between picking up and dropping off times	Y			Adherence to core and non-core hours access points as part of this Building Security Policy
• Install door and gate security locks / keypads / swipe cards where appropriate	Y			Installed as part of the build infrastructure. Systems in operation are managed and maintained by the school

Control Measures: The controls measure for risks must be viewed as a hierarchy. However, in practice several the control measures in combination are likely to be required:	Compliant?			Actions Required
	Y	N	NA	
• Encourage staff not to work in isolated areas after the hours of darkness and during community use hours and holiday periods • Introduce appropriate visitor/ contractor control systems • Introduce a 'lock-up' procedure, especially for parts of the building which may be used out-of-hours • Introduce communication systems (e.g., telephones, PMRS) between split sites • Introduce a cash handling system / procedure	Y Y Y Y Y			Signing in protocols in place, booking systems in place and a managed reception desk during these times. All in place as covered in the Building Security Policy which defines the school employee's responsibilities. The caretakers are responsible for activating the lock down of the agreed areas of the school. The school has several PMRs which are used by employees during the curriculum day and during community use hours. The school has financial procedures in place which comply with insurance and audit

Control Measures: The controls measure for risks must be viewed as a hierarchy. However, in practice several the control measures in combination are likely to be required:	Compliant?			Actions Required
	Y	N	NA	
SAFE SYSTEMS OF WORK	Y			Caretakers have responsibility for patrols each day. School

• Regular inspections need to be made to ensure that measures to prevent breaches of building security are maintained.	Y			employees have responsibility for reporting any issues of concern.

Caretakers have responsibility for repairs. School employees can report issues of concern through the main office. |
• Systems need to be in place to repair defects	Y			This is the responsibility of the school and a policy on security of data is in place including back up storage facilities off site
• Back-up electronic data regularly	Y			The school will ensure the Building Security Policy is made available on the website. All employees and students are briefed about access controls.
• Ensure staff, students and parents are aware of the visitor control system and the reasons for it	Y			School employees will be made aware of this Building Security Policy. Employees will report any concerns to their line manager. Students will report any concerns to a member of teaching or support staff.
• Ensure staff and pupils are aware of what to do if they suspect a trespasser/intruder on the premises				
PERSONAL PROTECTIVE EQUIPMENT

• Issue staff with lone worker devices | | | Y | Not applicable |

Manager's Assessment Acceptance Statement
I accept the

• details of the assessment*

• details of the assessment subject to the following changes to the risk control measures* |

and will ensure that the risk control measures identified, any risk control actions identified, and monitoring requirements are acted upon within the given time scales. (* *delete as necessary*)

Appropriate Manager *(print)*	Ash Clark – HCAT
Manager's Signature	*A Clark*
Date	**February 2024**

Risk Assessment Review Details *(Assessments must be reviewed following any changes in the work activities, following any accidents/incidents involving the work activities and periodically)*	
Date of planned review (not to exceed 12 months)	**Reviewed August 2025**
Date of planned re-assessment (not to exceed 24 months)	**August 2028**