



Security Policy

Our Shared Vision

At Becontree Primary School we have **high expectations** of all members of our school community. We **value** the efforts of all and work to enable everyone associated with the school to fulfil their potential and **contribute positively** to their educational experiences. Our school motto '**Respecting One Another**' includes showing respect for ourselves and others.

Equality Mission Statement

We are committed to ensuring equality of educational opportunity and support for all pupils, parents, carers, staff and visitors irrespective of age, sex, race, disability, religion or belief, sexual orientation, pregnancy, gender reassignment, and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and is able to participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here.

Approved by: Site & Financial Management Committee	Date:
Signature (Chair of Committee):	Signature (Headteacher):

Last reviewed on: March 2026	Next review date: March 2027
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This policy covers many of the articles from the UN Convention on the Rights of the Child. Some key ones are listed below.

Article 3

All organisations concerned with children should work towards what is best for each child.

Article 6

Children have the right to live a full life. Governments should ensure that children survive and develop healthily.

Article 12

Children have the right to say what they think should happen when adults are making decisions that affect them and to have their opinions considered.

Article 18

Both parents share responsibility for bringing up their children and should always consider what is best for each child. Governments should help parents by providing services to support them, especially if both parents work.

Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Becontree Primary School. The school's security procedures will operate within the framework described in this policy.
- Schools are private property. People do not have an automatic right to enter. Parents have an 'implied licence' to come on to school premises at certain times, for instance, for appointments, to attend a school event and to drop off or pick up younger children. The School has set out their rules for this and informed parents what they are. Anyone who breaks those rules will be trespassing.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

Related policies/procedures:

- Health & Safety Policy
- Supporting Pupils with Medication policy
- Staff Induction
- Visitors Policy
- Business Continuity Plan
- Critical Incidents Policy and Response Plan
- Violence & Aggression Risk Assessment
- Site Security Risk Assessment
- Data Protection (GDPR) Policy
- Asset Management Policy
- Anti-Fraud Procedure

This policy has been written using the following DfE guidance:

- Controlling access to school premises

<https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises>

- Health and Safety update

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school

Governors

The Governors will:

- Ensure that the school has a security policy and that this has been implemented.
- Monitor the performance of the school security measures. This will be achieved –
 - By the health & safety governor monitoring performance on their link governor visits.
 - Via the head teachers reports to governors (via Site & Financial Management Committee).
 - By all governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day-to-day implementation of the policy to the Head Teacher.

Head Teacher

The head teacher will:

- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

Staff

- All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security.

Security Issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Site & Financial Management Committee	• Agree Policy • Review every 12 months
Day to day implementation and management of the policy	Headteacher	• Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	Site Manager/SLT	Lock gates 9.00 am and 3.30 pm
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Site Manager	Part of normal duties to check physical integrity of security devices.
Checking condition and maintaining CCTV system	Site Manager	Part of normal duties to check physical integrity of security devices

Control of visitors	Strategic Business Lead (SBL)	• Access to building during school hours via Access Control • Sign in visitors/Issue badges
Control of contractors	SBL	• Pre-arranged visits only • Access arrangements as for visitors
Security of money etc	Headteacher / SBL	• Keyholder for cash safe • Security of cheques
Security of payment cards	Headteacher SBL Site Manager	• Controlled use and storage of cards • Maintain security of PIN

Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff induction will include a copy of this Security policy.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the school's security arrangements as a condition of sharing use of the building.

Parents will be informed about the school security arrangements and any part they are expected to play, for example when visiting the school or at handover times.

Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Becontree Primary School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils. The CCTV system (at the front and pupil entrances) compliments these physical controls.

Buildings

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

- The school is in one, single-floor building. Staff access the school via a staff entrance, which gives access from the car park. This entrance door is locked when the main office is unmanned. At the beginning and end of school day, children access the building by a number of doors. These are always manned by staff and are only open for 5-10 minutes.
- The main entrance is the single access entrance during the school day via main door and office. This door is via a security release button in the school office. This admits visitors to the foyer. A second access control door (with a button in the office) provides access to the school in general. Out of hours the main entrance can only be opened from the outside by security key. There are 4 key holders – Headteacher, SBL, Site Manager and Assistant Caretaker. This main entrance also has a key operated, security shutter which is used out of hours.
- There is a CCTV monitoring system at the front and pupil entrances.
- All doors can only be opened from the outside by using a Net2 Access card or security keypad. All staff have access cards and codes. Codes are changed periodically.
- Staff escort pupils into school and out from school on to the playground, where they are collected by parents and carers, or from where they go home.
- Nursery entrance and exit is supervised at all times by school staff.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- School buildings – security fencing around buildings and locked gates on to school playgrounds.
- Grassed area (adjacent to playgrounds) – security fencing around perimeter to prevent general public from coming onto school grounds.
- Main car park – car park (access-controlled) barrier, pedestrian access is necessary for pupils to breakfast and after-school clubs, however anyone in the car park not known to school will be challenged by staff.
- Lunchtime – the pupil entrance is open during lunchtime to allow Nursery PM pupils to enter the building. A member of staff stands at the gate for the entire time it is open. Other pupils using the playground are segregated by an extendable barrier system.
- Playtimes – school gates closed (except for an occasional delivery to the school kitchen). Children are only ever in the playground under supervision of at least one member of staff. Pupil : staff ratios are maintained.

Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors report to office on arrival.
- All visitors sign in and out using the electronic system, which produces a sticker and captures their photo.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not considered as school staff (fixed-term agency staff and kitchen staff are not employed by the school but are considered as staff, as they are on-site daily). The badges are either green (for those who have a DBS on file) or red (those without a DBS). Those with red badges should be accompanied at all times. Staff are trained to challenge unaccompanied visitors with red badges.
- Any person on site without a badge will be asked to accompany a member of staff to the office or asked to leave the site.
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety visitors or volunteers will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

Barring individuals from school premises

Trespassing is a civil offence. This means that schools can ask someone to leave and take civil action in the courts if someone trespasses regularly. The school may want to write to regular trespassers to tell them that they are potentially committing an offence.

Our policy is that:

- We will consider barring individuals from all or part of the premises if we feel that their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It is enough for a member of staff or pupil to feel threatened.
- We will inform the individual if they have been barred or if we intend to bar them, in writing.
- We will give the individual an opportunity to present their side in writing, within a deadline.
- After the individual has been heard a decision will be made whether to uphold the barring.
- The barring will be reviewed within a reasonable time, decided by the school.

Supervision of pupils

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

Locations where supervision is part of our safeguarding procedures –

- Nursery – children are always supervised
- Playground – Children are always supervised in this area and visitors challenged.
- Entrance – occasionally parents drop children at the entrance, by prior agreement. Their entry is supervised to ensure no unauthorised adults enter school. Occasional late-comers also enter via the main entrance. Access is supervised.

Times of the day when supervision is part of our safeguarding procedures –

- Start of school day – School starts at 8.45am. Playground gates are opened at 8.35am. This area is supervised 8.35am to 8.55am by senior staff. Parents have been informed of these arrangements and that supervision does not start until 8.35am.
- Lunchtime – When doors are open midday staff will be on duty at all times inside and outside of the building. Please see above for access arrangements for the grounds.
- At 3.15pm every class is taken out to the playground. Staff wait until all children have been collected. Any child who is not collected, is taken back into school and parents are telephoned. The exception to this are the oldest children, who are allowed to exit the site unsupervised (with parental consent), however, these children are instructed to return to an adult if they are in doubt or at all concerned, so that parents can be contacted.

Removing individuals from school premises

Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on school premises without legal permission to cause or permit a nuisance or disturbance. Trespassing itself does not constitute a criminal offence.

Our policy is that:

- An individual that has been barred from the premises or has exceeded their 'implied licence' has committed a criminal offence and has caused a nuisance or disturbance.
- If we have reasonable grounds to suspect that someone has committed an offence, then they will be removed.
- The school will call the Police but in exceptional circumstances, a person authorised by the appropriate authority, such as the governing body or local authority, may remove the individual.

Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances, the arrangements for the school in general will be equally applicable for the third parties involved. The company running the breakfast and afterschool club, sign in and out each day and keep their own registers of who is in the building at any time. Parents for the club access via the car park.

Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children. They will therefore be controlled as follows –

- If the contractors are from London Borough of Barking and Dagenham, they will have their own identity badges. All contractors and maintenance personnel are logged in at the school office following normal procedures. They will be given either a red or a green Visitors Badge.
- If they have prior-agreement to use the car park and should leave vehicle details with the office.
- They will only carry out work agreed at the start of the contract and at the times agreed.
- Non-checked (red badge) contractors will be supervised at all times by school staff. In some circumstances, this may not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Lone Workers

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

- Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.
- Any member of staff working after hours must notify the Headteacher and Site Manager of their location and intended time of departure.
- Lone workers should not undertake any activities which present a significant risk of injury.
- Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

Physical security measures

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk, governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

Locking arrangements

At different times of the day, the school security arrangements require the locking of various entrances and exits as detailed below.

Main front entrance and car park gates – Unlocked by the Site Manager (or Assistant Caretaker) at 5.30am and locked again at 6pm. They remain locked all night and at weekends (unless used as access for agreed lettings).

Rear vehicular entrance gate – Unlocked by the Site Manager (or Assistant Caretaker) at 5.30am and locked again at 6pm. It remains locked all night and at weekends (unless used as access for agreed lettings). The gate is an emergency entrance for the Electricity Board to access the electricity sub-station which is on site.

Interior access gate on to the playground – opened by a member of staff at 8.35am and closed at 8.55am. It is unlocked again at 3.05pm and locked after families and children leave at 3.30pm.

A Safety & Security checklist is provided to relief staff should the Site Manager and the Assistant Caretaker both be absent.

Cash Handling

The school avoids keeping cash on the premises wherever possible and uses the SchoolGrid payment system, as well as a cashless card machine. Cash safes are used and kept locked. The Headteacher and SBL are the only keyholders. Cash handling in visible areas is avoided. Any small amounts of cash that requires banking is taken by 2 members of school staff. Times and routes taken are varied. The school follows Local Authority guidelines with regard to cash handling.

Valuable equipment

All items considered desirable or with a value above, £1000 will be recorded on the Asset Management system. A stock check of the items is made annually. The integrity of the Asset Management system is the responsibility of the SBL.

Wherever possible, valuable items will not be left where visible from outside. Valuable items are put away over long periods; such as Christmas, Easter and during the summer break.

The security risk assessment takes into account the location and security arrangements for high value equipment, for example ICT equipment.

Personal property

Personal property will remain the responsibility of its owner. This includes personal property belonging to staff, visitors and pupils. Staff and pupils are discouraged from bring to school any valuable personal property.

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the First Aid room.

Arrangements for the administration of medicines are detailed in the Supporting Pupils with Medication Policy – please consult this policy for more information.

Risk assessment

The Headteacher and the SBL complete a security risk assessment annually. The findings will be used in the review of this security policy.

Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Building, Land and Health & Safety Committee.

Governors will monitor performance via the Headteacher's termly report to governors and when visiting school.

This policy will be reviewed annually by the Headteacher and Governors.