



Site Security Policy

BEACHPOL010

Updated: September 2025
Date of next Review: September 2026
Policy Lead: Bursar

Policy Statement

Beachborough School is dedicated to ensuring the safety and well-being of all people within the school community through implementing effective security measures.

The Governors recognise and accept their responsibility to provide a safe and secure environment for children, employees and visitors to Beachborough School. The school's security procedures will operate within the framework described in this policy.

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 resource, information and training to implement the security procedures.

The Governing Body will, where appropriate, be informed of breaches and failures of policy to enable them to take any correct action as is necessary to ensure the safety of members of the school community.

The Head has the overarching responsibility for site security at Beachborough School, however the Bursar manages the day to day responsibility for the security of the site.

All staff have a statutory obligation to co-operate with the requirements of this policy.

Aims & Objectives

The aim of this policy is to inform staff, students, parents, carers and visitors of the security arrangements and controls in place, and encourage them to help ensure that these are implemented effectively

Our policy requirements will be achieved by:

- Ensuring children and all those who work at or visit our school feel safe and secure;
- Ensuring focus is strongly on personal awareness and responsibility;
- Identifying and minimising the risk as far as is reasonable, practicable and sensible;
- Controlling access to and movement within the school and its grounds by people and vehicles;
- Responding effectively and in good time to identified security issues.

ROLES & RESPONSIBILITIES

The Governors will:

- Ensure that each school implements security measures in line with this policy and that these are regularly monitored and reviewed.
- Monitor the performance of the school security measures. This will be achieved by:
 - The Health and Safety nominated Governor monitoring performance on their visits.
 - Feedback provided to Governors from the Health and Safety Committee and Building and Estate Committee.

- The Governors will observe implementation during their visits but will delegate the day-to-day implementation of the policy to the Headteacher and Bursar.

The Head and Bursar will:

- Implement the security policy by the Governors;
- Ensure that staff receive information, instruction and training in the security policy and procedures;
- Ensure that all visitors, contractors and agency staff adhere to the security policy;
- Consider particular risk situations eg. home visits, lone working etc;
- Monitor and review the implementation of the policy and security arrangements.

The Senior Team will:

- Promote a collaborative and co-ordinated response to risk management within their school.
- Identify improvements in security culture.
- Implement on-going improvements in the effectiveness of security measures and controls.
- Monitor and review security measures.
- Ensure that staff are consulted and informed about security and receive appropriate training where required whether new or existing.
- Advise contractors, visitors, volunteers, parents and students of the security policy and encourage them to help to ensure that it is effective.
- Report any crimes to the police and maintain a log of crime reference numbers. Advice will be sought from the police where necessary.

The Maintenance and Grounds team will ensure that:

- The security systems and equipment, including entrances/exits, door locks and catches and fencing are maintained and checked regularly.
- Regular routine security checks are carried out.
- Security lapses are recorded and bring these promptly to the attention of the Bursar.
- Security procedures are reviewed as and when required.
- Awareness of security issues is highlighted with all staff.
- Classrooms, windows and site entrances/exits are secure.

All Staff will:

- All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of students, employees and visitors on the school site.
- ID passes and keys must be looked after and any loss reported.
- Items of value must be kept secure.
- Site staff will secure the site at the end of the school day. All staff should support this process by ensuring that doors / windows are locked wherever possible and equipment is turned off, if appropriate.
- Staff should be vigilant at all times to the risk of intruders on the school site and report any such incidents immediately to the Estates/Facilities Team and to SLT.
- Buildings must be kept clear of all materials that can be used for arson or vandalism.
- Any security issues must be reported to the Estates/Facilities Team so that any immediate actions that need to be taken can be undertaken

Children will:

- Be encouraged to exercise personal responsibility for the security of themselves and, to co-operate with the arrangements made for the security of the school.
- Co-operate with the arrangements made for the security of the school and will report ideas and problems to the staff.

All visitors and members of the school community are expected to respect the measures taken by the school to improve and ensure security. They are encouraged to report ideas and concerns to a member of staff, SLG or Governors as appropriate.

SECURITY ARRANGEMENTS**Controlled access & egress during the school day**

The Beachborough site does not have perimeter fencing. Controlled access is a combination of measures to ensure that the risk to children, staff and visitors from unauthorised visitors is minimised.

The extent of physical controls, such as electronically controlled doors have been decided by a security risk assessment of school and site, taking into account the risk presented by visitors, general public and contractors.

The security measures put into practice at Beachborough School have taken into account the need to balance these controls to remain a welcoming environment, whilst ensuring the safety of all our children, staff and visitors.

Wherever possible the area in which the children have access to is secured with barriers and gate to protect them from any potential risks. Areas beyond these gates are managed through staff supervision. The children are reminded within assemblies and tutor times of areas where they are not allowed to access without staff supervision. Notices and signs are also in place to reinforce this.

Buildings and Grounds

Beachborough School will take all reasonable efforts to control access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.

- The main building has a single access entrance via the reception area; all visitors are to be registered on arrival where they will be met by their host;
- All other entrances have restricted access; all staff are expected to sign-in and out each time they leave the school site for emergency evacuation purposes;
- The school has close links with the Parish Council through which they can report any issues or concerns, or request assistance;
- Unauthorised visitors will be challenged by all staff;
- The school operates an efficient attendance and registration system which monitors and records absenteeism.
- Grounds and Maintenance staff closely monitor the movement of vehicles whilst present on the site and are responsible for contractors on site;

- Contractors must complete an induction before starting work on site, and comply with any instructions whilst on site (see below).

The following areas are accessible by the public, and risks are controlled by the site supervision arrangements and how the school deals with visitors.

- **Lower school field** – There is a public right of way through the lower school fields. Children are not allowed unaccompanied in this area, and children are always supervised. A Gate restricts access to this area.
- **Visitors' toilets** – Parents and visitors are permitted to use the visitor toilets. Access is gained via the receptionist who will monitor the use, access is restricted to the rest of the manor house via key pads on doors

Door Security

All external doors, have restricted access. They are fitted with electronic access devices which restrict access via an electronic Staff card or code.

Electronic swipe cards are issued to all staff (staff card) at their point of induction to the school, and are enabled to use on all outside doors to the buildings. Staff are required to confirm their arrival and departure to school on a daily basis by signing in electronically at either the main reception or the Boardman reception.

Security cards are issued to all permanent staff and to Governors only. Casual and supply staff should enter and leave the building via the schools main reception, to ensure that they have signed-in and have read and understood the schools health and safety procedures.

Children are issued with a door code at the start of each term which allows them access to the school buildings. The code issued to children is time limited so that access is controlled outside of the school day (and outside of term time). This ensures that children are unable to access the school buildings outside of the allowable times.

Management of Staff Cards

- Staff must immediately report the loss of a Staff card to the Bursar and / or IT Department immediately, who will deactivate the card.
- Staff Badges are deactivated following cease of employment with the school and destroyed accordingly.
- Door codes are changed on a termly basis minimise unauthorised access.

Control of Visitors

The control of visitors is a fundamental part of site security for the safeguarding of both people and property.

Our policy is that:

- Visitors must report to the reception desk on arrival
- At the reception desk they will be asked to confirm their attendance via our digital sign-in system, at which point a photograph will be taken. Visitor's will then be issued with a relevant lanyard, which must be worn at all times, and wait to be collected by their School Representative.

- Visitors must be accompanied by a member of staff at all times whilst on site.
- Visitors will not remove any items of school property without the express permission of site staff.

Securing the Building

The Site is unlocked by the maintenance team at 7am and the locking up and final security checks are carried out at 7pm.

Staff are regularly reminded of their responsibility to close all windows and doors when they leave a room, and at the end of the day.

The Houseparent and Boarding team are responsible for checking the areas in which the Boarders have been in after 7pm to ensure that all windows and doors are closed before bedtime.

Threat on sites

Should a threat be identified, the school has an internal communication system that allows for the communication of this across the site. Further details of how a threat on site is managed can be found in the School's Lockdown Policy.

Use of lanyards

The school uses a lanyard system to help the school community identify individuals on site.

Once all pre-employment Safer Recruitment checks have been completed, employees are issued with a security badge and a blue lanyard upon joining the School and these must be worn at all times whilst on the School premises.

Regular visitors to the school, who are not employees but who are on the school's Single Central Register where the appropriate checks that have been undertaken have been recorded. These visitors are provided with a green lanyard. This indicates that they are allowed to be on site unaccompanied. Examples of people issued a green lanyard include Governors and regular contractors.

All of visitors to the school, upon arrival and signing in are issued with a **red** lanyard, whilst contractors that have appropriate checks in place are issued with green lanyards. All people wearing red lanyards must be accompanied at all times whilst on site. Staff are regularly reminded that they are responsible for accompanying any visitors they are responsible for. Anybody wearing a red lanyard who is not accompanied should be politely approached and taken directly to the School Office.

Pupils are made aware of the significance of the lanyard colours through assemblies and tutor sessions.

Supervision of Children

The schools overall safeguarding strategy requires that at all times the security of children is achieved using competent supervision by all staff.

Locations where supervision is part of our safeguarding procedures –

Playgrounds and fields – children are always supervised when on the playground and playing field during break and lunchtimes.

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

Start of the school day – as the grounds have open access, duty staff are deployed to designated areas from 8:00am

Break and lunchtime – all areas of the site are supervised by duty teams;

End of the school day – duty teams are deployed at the end of the school day.

Throughout these times communication between on duty staff will be via battery controlled radio. There are currently over 40 such radios issued around the school.

The following areas have additional safety measures in place to minimise the risk to pupils:

- **The Woods** – Children are only allowed in the woods when accompanied by members of staff. There is a gate in place to stop children accessing the woods directly from the front lawn, with signage to reinforce this.
- **The Wetlands** – The area is used for planned activities only, and the area is fenced to prevent unauthorised access.
- **The Waterways (Great Ouse)** – Fencing is in place to prevent the children accessing the waterways.
- **School Car parks** – There is a car park adjacent to the front lawn where children play during break times. The risk is managed by ensuring there is always adequate supervision on the children and this area. This is reinforced by signs and physical barriers. Access to the overflow carpark is restricted by a gate on the cobbled bridge and fencing adjacent to the area.

Supervision of Contractors

Whilst children are on site, any contractors and maintenance personnel who have not completed the necessary safeguarding checks and are not on the School's Singel Central Register, will not have any unsupervised access to children, will be issued a red lanyard upon sign in and must be accompanied by a member of staff at all times whilst on site.

- Contractors will be expected to sign-in at reception and will be issued with an ID badge on a red lanyard, which should be clearly displayed at all times whilst on site.
- Contractors will only carry out work agreed at the beginning of the contract and during the times agreed;
- Contractors will be supervised by school staff;
- All contractors will complete an induction with a member of the Maintenance Team,
- Contractors will comply with the Contractors' risk assessment.

Lone Working

Where possible staff should not work at school alone as there are risks involved, such as assault, accident, or sudden illness. Any member of staff wishing to working in an area where nobody else is present should try to ensure that at least one other colleague is on site, ideally within 'hailing' distance, or with both parties having access to school walkie talkies or mobile phones programmed with each other's numbers.

Should attendance be required outside of school hours a member of the Senior Leadership Team should be notified so that appropriate measures of monitoring can put in place e.g. notification of arrival and departure from site.

Staff working alone should take these precautions:

- Not attempt tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.
- Not work at heights or on steps, or go into lofts or any other space in which you may become trapped.
- Know the location of the nearest fire exit, and how to open it in an emergency.
- Know the location of the nearest first aid kit.
- Carry a walkie talkie so they remain contactable.
- Ensure someone knows where you are and when you intend to leave the school.
- Not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious, unless an appropriate risk assessment has identified a way in which this can be managed.

Personal Property

Students are discouraged from bringing valuable items to school and in the event that they do so, the School accepts no liability for any loss or damage. If this is unavoidable on some occasion, then special arrangements must be made in advance regarding temporary safe keeping.

Staff are responsible for keeping their personal property safe.

Risk Assessment & Review

The site security risk assessment will be completed and reviewed annually, or sooner if deemed necessary. The findings will be used in the review of this security policy and shared with staff and Governors.

Title: Site Security		
Date Effective: September 2025	Supersedes: August 2025	Policy No:BEACHPOL010
Next review: September 2026		
Prepared by: Dave Gask	Reviewed by Charlotte Wood	Approved by: Simone Mitchell
Signature:..... H&S Consultant	Signature:..... Bursar	Signature:..... Head