



CRESTWOOD
COMMUNITY SCHOOL

School Security Policy

Updated: September 2025
Review Cycle: September 2028

School Security Policy

Introduction

Crestwood Community School is committed to ensuring the safety and wellbeing of all members of the school and wider community by implementing effective security measures. The school recognises that security risks are not limited to physical threats; therefore, e-safety and electronic control measures are also in place to protect staff, students, parents, carers, and visitors.

The purpose of this policy is to outline the school's security arrangements and controls, to raise awareness among staff, students, parents, carers, and visitors, and to encourage everyone to work together to ensure these measures are followed.

Our overall aim is to provide a safe and secure environment where pupils can learn and socialise, while also maintaining systems that minimise vandalism and damage to school buildings during the school week, weekends, and holiday periods.

Strategies for Crestwood Community School

Roles and responsibilities

The Headteacher will:

- Have delegated responsibility for the day to day security of the school.
- Set up arrangements in school that comply with the Security Policy and monitor and review these arrangements.
- Ensure that all relevant staff receive information, instruction and training in the policy, its procedures, and their own responsibilities.
- Monitor the implementation of the policy and security arrangements.
- Consider particular risk situations and consult with local professionals as appropriate.
- Provide appropriate information to pupils, parents and visitors

The Senior Leadership 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 Facilities Manager & Site 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 Headteacher.
- 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.

Site Access

- School gates will be locked during the day from 8.30 a.m. – 3.00 p.m.
- The access gate to the school field from Woodside Road must remain locked at all times.
- All visitors must report to school reception, sign in, and wait to be collected by a member of staff on signing in please read the visitors agreement.
- In the event of a rude and/or aggressive visitor they would be asked to leave the site.
- A perimeter fence surrounds the fields. Pupils must not climb the fence and must use designated entrances. Fencing has been installed around the lower field (Chestnut Ave), between the main building and West Block, and between West Block and local residences.
- A 6ft fence has been erected at the rear of the Tech Block.

All staff

- 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, where 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 SLT.
- Buildings must be kept clear of all materials that can be used for arson or vandalism. ● Any security issues must be reported to site team so that any immediate actions that need to be taken can be undertaken.

Visitors:

- Visitors must follow security procedures and be Escorted whilst in school.
- Visitors must follow signing in and signing out procedures (via the InVentry System where required) and wear the relevant badge and coloured lanyard.
- All will be expected to comply with the school's security arrangements as a condition of access to the buildings and the use of them.
- Each Campus will identify legitimate visitors and monitor: - Their arrival and reason for their visit by requiring them to sign in. - Their departure time.
- It is preferred that all visitors have photographic ID before they enter the premises but this will not always be the case. Steps should be taken to identify visitors if there is any doubt or concern over a person's identity. Physical security measures for the site include intruder alarms, key holding arrangements, sign-posted entry to ensure all visitors report to reception. All visitors are required to sign in and out at Reception.

Trespass

1. Trespass may give rise to a criminal offence under section 547 of the Education Act 1996 and section 206 of the Education Act 2002. In the first instance, members of the SLT should consider the level of risk. If pupils are outside, it may be necessary for them to return to the school. However, in any case, where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, verbal abuse of pupils or staff, as well as violence to an individual. Any such situation will be contained as appropriate at the time, but as this is a criminal offence, the school will always refer to the police.

2. Any person who is not included in the following categories, and enters without permission, is considered to be a trespasser and may be asked to leave:

- Members of staff - unless suspended for health or disciplinary reasons.
- Registered students - unless excluded for disciplinary reasons.
- Parents or carers responsible for a student at the school - unless prevented for legal reasons.
- Others - Governors, suppliers, contractors and authorised users of the premises for 'out of hours' activities.
- Professionals such as school advisers, trainers and coaches.

3. Staff Badges are to be deactivated following cease of employment with the school and destroyed accordingly.
4. Security tags / fobs are to be returned to the Facilities / Site manager following cease of employment with the school
5. Lost / misplaced security tags / fobs are to be reported urgently to the IT /Facilities manager and appropriate arrangements made to ensure site security (deactivation / wiping of fobs).
6. A register of keys is to be maintained, and managed by the School Site Manager, with a full audit undertaken annually.
7. Staff are to return all keys following cease of employment with the school and the Key register updated.
8. Lost / misplaced keys are to be reported to the site manager as a matter of urgency,
9. Security Alarm Codes to be changed as and when required.

Offensive Weapons

It is an offence to be in possession of firearms, knives or other weapons on School premises in line with the Behaviour Policy. The Headteacher or Delegates has discretion to determine what an offensive weapon is or what may cause harm if worn or brought to school, and to ban it. Any appeal against the Headteacher's decision will be considered by the Governing Body. The school may impose a requirement that pupils undergo screening/searches for the detection of weapons. This will be carried out in line with the Behaviour Policy.

Personal Property:

Students are discouraged from bringing valuable items to school and in the event that they do so, the School accepts no liability including for the loss or damage to mobile phones.

If this is unavoidable on some occasion, then special arrangements should be made in advance regarding temporary safe keeping. Staff are responsible for their personal property and the School accepts no liability for it.

CCTV:

Crestwood Community School uses Closed Circuit Television (CCTV) across its premises to support the safety, security, and wellbeing of all staff, students, and visitors.

This policy outlines the management, operation, and use of CCTV within the school. It should be read in conjunction with the guiding Principles of the surveillance camera Code of Practice document for the school, which sets out the authorised software users, monitoring processes, and checks required to ensure compliance and effective operation.

Lockdown Policy Reference:

The lockdown policy is implemented to protect students, staff, and visitors from imminent threats by requiring everyone to remain inside and shelter in place, rather than evacuating. These procedures provide a proportionate response to scenarios such as intruders, civil unrest, or environmental hazards (e.g., chemical spills), where staying inside the building is safer than leaving.

This policy should be read in conjunction with the school's Lockdown Policy to ensure a consistent and coordinated approach to safety and security.

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 work outside of normal working school hours should try to ensure that at least one other colleague is on site, ideally within 'hailing' distance, or with both parties having a Radio/mobile phones programmed with each other's numbers. Should attendance be required outside of school hours this should be notified via school processes with appropriate measures put in place e.g. using the man down Policy and notification of arrival and departure from site.

However, if a member of staff is needed to work alone on site, they should follow the school and corporate lone working policy

Supervision of Contractors

The Facilities/Site Manager and their team have responsibility for the conduct of Contractors and external maintenance personnel. Not all will have been DBS checked; therefore, they should not have unsupervised access to children. Control measures will include:

- Agreed working times.
- Contractors will be signed in and issued ID badges at Reception. They are expected to wear them and sign out when leaving the site.
- Contractors will comply with all reasonable requests in connection with vehicle movements, parking and deliveries.
- Contractors must read, sign and understand the Asbestos Register contained within the main reception of the school, prior to undertaking any works.

Reporting and Recording Incident

1, Theft, petty vandalism, criminal damage and arson are usually found in areas like recesses and doorways, which offer concealment or which are not under regular surveillance.

2, Incidents of this sort should be reported immediately to the SLT/Site Team once they are discovered. Incidents should also be logged via Site Team Ticket System and reported to the police where required. Crime reference numbers should be collated and recorded to ensure an evidence audit trail.

3, Records will be kept of all incidents, which, while some may be quite minor in nature, could be significant if they recurred and became persistent

4, To support school security a number of measures are in place across schools including:

- Access control systems
- CCTV
- Security lighting (where appropriate) maintained/monitored by the Site Team.
- Intruder alarm systems

- Perimeter fencing Each site will review all of the above on a periodic basis to see where further improvements may be necessary.

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