Reviewed: 13/05/2026
Next review date: May 2029

Sandal Castle Primary School

SCHOOL SECURITY & ACCESS POLICY

At Sandal Castle Primary School the pupils and staff should work and learn in a safe and secure environment. Parents need to be confident that the school provides such an environment. Staff should feel that the Governing Body has done everything it can to make the school a safe place in which to work.

Roles and Responsibilities

Overall school security is the responsibility of the landlord. At Sandal Castle Primary, this is the Leeds Diocese. The Head Teacher is responsible for implementing the security policy.

Governing Body

The Governor responsible for Health & Safety, including school security is Mrs E Tranter. The school's Resources Committee must meet termly to review safety, including security, and report to the full Governing Body. The Committee will review the Security Policy every two years, unless an incident occurs, which requires a case review.

The Head Teacher

The Head Teacher at Sandal Castle Primary is responsible for implementing the Security Policy. They should ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Head Teacher should ensure parents and pupils are fully informed of the security policy and encourage them to help the school.

There are regular risk assessments of security every year and regular routine security checks, which are performed by the Premises Manager. Advice is obtained from the Police on security matters and all crimes are reported to the Police. The Head Teacher reports regularly to the Governing Body and, where appropriate, the LA/Diocese.

Staff

- We ask and encourage staff to think carefully about their own safety.
- We ask that all staff and visitors to wear their lanyard at all times. Staff are identified by **BLACK** lanyards, visitors without a DBS **RED** and visitors with a valid DBS **GREEN**.
- All staff must refer people trying to gain entry to the school to enter via the reception and sign in using Ereception. The Premises Manager and Office Staff are the only exception to this rule and will escort delivery/workers/supply into the building ensuring sign in. They will ensure they are escorted whilst children are in the building.

- Supply staff must sign in at reception by the Office staff. See procedure in **ANNEXE A**
- No visitor must be left unattended unless they are DBS approved
- Staff should question any visitor or other adult not wearing an Identification or Visitor's Label and check with Reception if in any doubt.
- We ask staff to inform Reception if they see anyone acting suspiciously near our school at any time.
- Staff to contact the school office or senior staff in an emergency.
- Members of the SLT will always be out on the carpark at the beginning of the day.
- The external doors will be closed at 8.45am each morning promptly. Any child arriving after 8.45am must enter through the main reception entrance and sign in using Entry Sign to ensure they are all accounted for in the registers. On no account must children be let in via any other door. This has implications for fire safety.
- All external classroom doors should be closed during lunchtimes.
- Staff based in school are the only people who will have gate entrance fobs/codes and should be aware of the security combination to any doors/gates. The codes should be changed as required by the Premises Manager – staff will be informed via email that the code has changed and contact the premises manager for the code. Staff must not under any circumstances pass this code to anyone else, including supply staff, or any other contracted staff not employed directly by school.
- Staff should ensure children are lined up and ready at break and lunchtimes and at the end of the day. They should **lead** them out, ensuring there is adequate supervision before leaving. At home time all class teachers must **lead** children out and stay with them until parents arrive. See below note for when parents do not collect on time.
- We ask everyone to be patient – good security can be frustrating.

Pupils

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. Within the PSHE curriculum, the pupils will be taught about personal safety and social responsibilities.

- We ask and encourage children to think carefully about their own safety.
- Children should encourage their parents to enter the building using the main entrance and to sign in.
- Children should inform a member of staff if any adult or unknown child is in the building without Identification or Visitor's Label.
- We ask children to inform a member of staff if they see anyone acting suspiciously near our school at any time.
- All external doors will be closed at 8.45am each morning. Any child arriving after the doors closed must enter through the main entrance and register using the Ereception system. Parents of children in Years 1-4 will be required to remain with their child and log reasons for lateness on the school system or it will be regarded as unauthorised absence (Truancy). Children walking to school on their own in Years 5/6 who are late will have their reason logged by reception.
- Children should be made aware they never open doors to any visitors – they should go and find an adult in school to do this.

Parents/Carers and other visitors

- All parents, carers and other visitors, to enter by the main entrance, unless agreed by the Head Teacher, and report to reception, sign in via Ereception and wear the visitor's lanyard whilst in school.
- All parents to make an appointment to meet with a member of staff. To follow the same procedure as above.
- Deliveries can be allowed by the Premises Manager or Office Staff only.
- All other services on site during the school day (voluntary readers, Peripatetic Music Staff etc) must sign in at the school office and wear an appropriate Identification lanyard at all times.
- Parents/Carers to be reminded of our security strategies on a regular basis through the Newsletter and the school website.
- We ask everyone to be patient – good security can be frustrating.

Police/Local Community

Sandal Castle Primary values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The school communicates with the local Police on security matters. Local residents are encouraged to report incidents either to the school or directly to the police.

Local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

Control of Access

Sandal Castle Primary has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

Electronic Staff and Governors/Visitor Access System = Ereception

Staff and Governors must first enter school via Reception. The Ereception system iPad is located on the right as you enter reception. There is an additional iPad located in the KS2 entrance for staff entering school that way.

All staff must use this system every time they enter or leave the premises. Staff leaving the site at any time outside their normal working hours must leave details at Reception of who/where/why they are going in case of emergency.

It is against school policy to sign another staff member in or out and this action will result in disciplinary action.

All staff should wear their ID badge in school at all times.

All visitors will be issued with an ID label and lanyard. If DBS details are logged on file their green lanyard will clearly indicate this. All other visitors must be accompanied at all times. All staff have a responsibility to challenge people in school not wearing a visitor label or if they are wearing a red lanyard but are not accompanied.

School Grounds

The school grounds are contained by fencing, and access to the top school car park is restricted to staff, contractors and deliveries.

The car park gates on the school driveway are locked between the hours of 8:15-9am and 3-3:30pm to safeguard children whilst arriving and leaving school at the start and end of the school day.

All children enter the school grounds via the pedestrian school gates on Barnsley Road. Parents MUST NOT use the main entrance on Barnsley Road to pull up to let children out. This is highly dangerous and endangers lives. Visitors and parents may use the bottom car park if visiting school outside of the protected times.

If parents wish to take their child/children out of school during the school day, they should report to the Reception area. A request to take a child out of school should normally be made in advance in writing requesting leave of absence, and evidence given as to the validity of this. Request to leave early will not be met unless justifiable reason is given.

If a stranger is seen on the school grounds at any time, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave. All external gates must remain locked during the school day.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass.

If a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under section 547 of the Education Act 1996. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately. Where there is a danger to staff/children, lockdown procedures should be commenced and the headteacher should be alerted.

Anyone behaving inappropriately could be banned from the school premises for a fixed term, or even permanently.

Supervision of School Grounds

A member of SLT Team is on duty each morning from 8:30am. We do not accept responsibility if a child chooses to run off. Parents whose children run off after being dropped off must decide to handover their child and wait until the external doors and gates are locked before they leave the

premises. We may follow at a discreet distance, if possible, but we have a no chase policy and will call the police and inform parents if a child runs off.

Children are supervised at all times when on the playground. Supervision is by either teachers and/or support staff at morning and lunch time.

Entering and Leaving School

Parents are not allowed to drive their cars into the top school car park.

Parents are asked to wait outside when collecting their children. They may not wander into the building without an escort at the close of day. If a child leaves a coat, then the child only will be allowed in to collect it.

Children in years 5 and 6 who have permission to walk home do so. Children in EYFS/KS1 and LKS2 should be picked up each day by a known adult. Parents should not send teenagers under the age of 16 to pick up siblings, unless a discussion has been had with the Head Teacher due to exceptional circumstances, and agreements made in writing.

Children whose parents are delayed are taken reception at 3.20pm for parents to be contacted. If they are not arriving at school imminently, they will then be booked into after school club, where charges will begin to apply – parents should be notified of this by the office team at the point of the phone call.

Security of Personal Property

Children should not bring anything of value to school. The school will not be liable for their belongings. Individual staff are also responsible for their own property. Children's mobile phones are not allowed in school. If parents feel that there is a particular need for a child to have a mobile phone with them, they should write to the headteacher, giving reasons why it is necessary. In exceptional circumstances, if authorised by the Headteacher, the phone should then be left in the teacher's locked cabinet for safe keeping on a morning and collected at home time.

Security of Equipment and Cash

Staff sign for equipment and if they lose or damage it, or it is stolen due to carelessness then they are responsible**.**

Most money transactions are electronic through Arbor. Any cash on the premises is kept in the safe, and money is banked regularly. Staff should not hold cash in their own stores, this should always come through the school office for correct accounting and security purposes.

Security of the Building

The staff entrance and reception doors have an entrance via a keypad. If a visitor arrives at the top door – on no account must they be let in- unless by the Premises Manager, Headteacher or Office staff. They must be told clearly to make their way around to the main entrance.

An effective intruder alarm is in operation. This is always set when the school is empty to ensure compliance with insurance. Only the Premises Manager, Caretaker, Headteacher and School Business Manager have access to these codes. If this code is given to any other person, it is a disciplinary offence. The code should be changed as required to reflect changes to staffing.

It is the responsibility of each class teacher to make sure that their classroom is secure, the windows closed and equipment and lights switched off, before leaving the premises. All teaching staff must leave each evening no later than 5.45pm to allow the Premises Manager time to lock up and leave by 6.00pm. If there are evening functions that the Head and Senior Team are attending, then they will lock up and set alarms.

Lettings in the main school building are always opened and locked up by a member of school staff. Key-holding is not an option. (See Lettings Policy).

See Pool Lettings policy for additional requirements and information

The Premises Manager, Caretaker, Headteacher and SBM are designated key holders and can also be responsible for the security of the building:

Nigel Shaw – Overall KEY HOLDING Responsibility (Premises Manager)

Richard Lumb – Key Holder (Caretaker)

Caroline Butterworth – Key Holder (Head Teacher)

Michelle Bradley – Key Holder (School Business Manager)

Remote Fire/Intruder Alarm Monitoring Company- Infinity/Gate House

It is the responsibility of the Premises Manager to check daily that all locks and catches are in working order, that the fire alarm has no faults and that the security system is working properly.

Before leaving the premises, the Premises Manager has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked. If the Premises Manager leaves before staff he must ensure they are aware he has left and the areas they need to check, so that they may lock up.

Contractors in School

When contractors are working in Sandal Castle Primary, the following precautions must be taken:

The Premises Manager, in liaison with the Head Teacher, agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work

taking place and the Health and Safety issues. The Premises Manager should check regularly that the work is being carried out safely and complete checklists prior to the work being conducted.

Contractors must report to the reception area on arrival and before leaving during school hours. They should have a DBS where regulated contact with children may be made. Where contractors do not have DBS, with prior agreement from the Head Teacher, provision should be made for them to be supervised whilst moving around School.

Contractors should complete maintenance logs, as and when appropriate.

Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained by the Premises Manager, for example electrical test certificates.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Sandal Castle Primary is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible (See Lone Worker Policy). If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) 'phone. They should have made arrangements with friends or family to ensure someone knows what time they should arrive home and who to contact in the event that they do not.

Reporting Incidents

All incidents of crime and losses are reported to the Head Teacher, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police, diocese and LA may be notified.

A review of any incidents over the year is reported termly to the Governors.

Review of Policy and Procedures

The Resources Committee of the Governing Body reviews this policy and the procedures on a three-yearly basis or after a change to staffing or any procedures.

ANNEXE A Procedure re Supply and Service Providers For School

To be clear of the policy for supply staff and workers/service providers entering building this amendment has been added.

Reviewed: 13/05/2026
Next review date: May 2029

As office staff currently do not start until 8am, we need a procedure to admit entry to supply and service providers who arrive early to prepare for the day at school or unload equipment needed for use.

The Premises Manager has a duty to accept visitors before the office staff arrive and will register them on the Entrysign system. If they are supply, they will be asked to wait in reception until 8:00am when the Office staff starts work, who will then go through security etc. with the supply teacher. If the visitor is here to complete premises work, then the Premises Manager can sign them in and direct them accordingly. All workers must be supervised when children start to arrive in the building from 8:30am.

Office Procedures

The office will open at 8:00a.m.

Supply teachers will be registered by the Office staff who greets them and will ensure they receive their badge. They will lodge their DBS in the office (Supply Agencies do this electronically in advance of the placement). They will be shown the facilities briefly by that person – staffroom, toilets and fire-exits near their class.

They must hand over to the Phase Leader who is then responsible for logging them on to the class computer and providing them with a quick view of our behaviour system and access to planning/resources.

Prepared by (member of staff): Michelle Bradley	**Date:** 06/05/2026
Approved by Governing Body Sub-Committee: Resources	**Date:** 13/05/2026