

# Hounsome Fields Primary School

## SECURITY POLICY

2025



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Hounsome Fields Primary School  
Treetop Avenue. Basingstoke  
Hampshire RG23 7GJ

## Hounsome Fields Primary School

### Security Policy

At Hounsome Fields Primary School, it is important to create a secure, safe and happy working environment for all pupils, staff and visitors within the school site. Parents need to be confident that procedures are correctly in place to provide this positive and safe environment. Pupils in our care need to feel secure, happy and that any problems are listened to sympathetically and acted upon. Staff need to know and feel that the Governing Body of Hounsome Fields Primary School has done everything within its power to make the working environment within the school as safe and secure as possible.

#### Security of Hounsome Fields Primary School Pupils and Staff

##### 1. Controlled Access (**Insert details as applicable, example below**)

- 1.1 In order to prevent unauthorised or unknown visitors gaining access to the School, there is a perimeter fence around the grounds of the school. To access the school grounds from the staff car park, there is a gate with a digi-lock.
- 1.2 All doors allow easy access out of the school building in the event of fire or other reason to leave the building.
- 1.3 *The Main Doors to the school building are clearly sign posted. At the main entrance there is a double door entry system with glass doors to give Office staff visibility of visitors. An intercom system is used to communicate with visitors who have entered the electronically controlled, double door entry system. Once inside the reception area there are two sets of security doors which prevent access to any other part of the school, unless via a uniquely identifiable access fob or access permitted by the front office team.*
- 1.4 *The main entrance and whole school site is constantly monitored by a CCTV camera trained on "key" points and linked to a multi-screen monitor in the Main School Office. The images are electronically stored for up to 30 days should evidence be required.*
- 1.5 *There is a view point from the school office to the Reception class entrance so that visitors can be monitored during the start and end of the day*
- 1.6 *The whole perimeter boundary has secure steel palisade fencing to deter unauthorised access to the school site during the school day and out-of-school hours*
- 1.7 *A barrier prevents unauthorised access into Hounsome Fields Primary School car park. Only staff team members can gain access using their uniquely identifiable access fobs. Visitors/delivery vehicles can use the intercom system linked to a camera system to gain access should it be essential.*
- 1.8 *Staff team members can gain access through these security doors using the uniquely identifiable electronic access fobs.*

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## 2. Visitors and Contractors

- 2.1 The main entrance point to the school is clearly marked with signs requesting visitors “Must Report to the Main School Office”
- 2.2 Visitors must sign in and out of the school premises at the Main Entrance and all visitors will wear an appropriate lanyard either: ‘Visitor’, DBS checked or Governor.
- 2.3 If the visitor is not a regular visitor to the school, they will be escorted by a member of staff to their appointment or requested to be seated outside the main office while the member of staff is located.
- 2.4 It is recommended that school staff should not take on any responsibility for removing intruders themselves. The recommended course of action is:
  - advise trespassers that they are on the premises without authority and ask them to leave;
  - if they ignore the warning, advise them that the police will be called;
  - call the police and arrange for a police officer to come and remove them from the premises (serious incidents should, of course, be reported to the police at once).
- 2.5 All staff must wear “Hounsme Fields Staff” badge with the name and photograph to identify them to pupils and visitors

## 3. Restraint: the Use of Reasonable Force

New provisions are contained in the Education Act 1997. The provisions clarify the position in regard to the use of physical force by teachers. The Act restates the law which has, until now, been derived from both case decisions (common law) and statute. The Education Act 1997 has inserted a new section 550A in the Education Act 1996, as follows:

### Power of members of staff to restrain pupils

- (1) A member of staff of a school may use, in relation to any pupil at the school, such force as is reasonable in the circumstances for the purpose of preventing the pupil from doing (or continuing to do) any of the following, namely –
  - (a) committing any offence,
  - (b) causing personal injury to, or damage to the property of, any person (including the pupil himself) or
  - (c) engaging in any behaviour prejudicial to the maintenance of good order and discipline at the school or among any of its pupils, whether that behavior occurs during a teaching session or otherwise.
- (2) Subsection (1) applies where a member of the staff of a school is:
  - (a) on the premises of the school or
  - (b) elsewhere at a time when, as a member of staff, he has lawful control or charge of the pupil concerned.

#### **4. Entering and Leaving School**

- 4.1 Pupils should enter and leave the school through the appropriate Year Group entry doors at the beginning of the school day, morning break, lunch break and end of the school day.
- 4.2 The schools main reception area is used for specific classes to exit at the end of the day, otherwise this area should only be used for pupils arriving after the beginning of school, when it is necessary that they are signed in by the school office team.
- 4.3 Where possible pupils should travel around the school building via the internal corridors, rather than by themselves outside the buildings.
- 4.4 Parents should be encouraged to wait outside the classrooms at the end of the school day, rather than entering the school building. Should this happen, they must sign in and out in the usual manner. All staff have the responsibility and right to politely challenge anybody in the school not wearing a badge (provided when signing in).
- 4.5 Parents are positively encouraged to enter the Main Entrance should they need to visit the Main School Office or to see a member of staff, once again signing in and out.
- 4.6 Pupils must not be left in classrooms or allowed to enter classrooms without a member of staff being present. Especially during Morning Break, Lunch Break, before School begins and at the end of the school day.

#### **5. Playground Supervision**

- 5.1 A daily rota will be circulated informing members of staff of their duties and times of supervision
- 5.2 Staff are responsible for the supervision on the playground and around the school site including internal classrooms and corridors / cloakroom areas at morning break. This is a legal requirement under Conditions of Service.
- 5.3 At lunch time - the Lunch Supervisors (support staff) are responsible for pupil supervision of pupils during the lunch break.
- 5.4 At no time should pupils be left unsupervised in any location on the school site.

#### **6. Leaving School at The End of The School Day**

- 6.1 Pupils will at the end of the school day leave their classroom base via an outside door/s or appropriate Year Group Entrance. All pupils must be made aware that if an adult who should be collecting them has not arrived; they should return to the Main School Office and wait in the Reception Area.
- 6.2 If after ten minutes no-one has arrived, parents or nominated 'persons' will be contacted by the School Office team.
- 6.3 Pupils will wait at the School Office / Reception Area until that person has arrived.
- 6.4 No pupil is allowed to leave unless they are sure that they are safe.
- 6.5 Should pupils go home by taxi, all taxi drivers must report to the School Office to show their identification - giving details of the pupils to be collected and destination.
- 6.6 Pupils travelling home by taxi must report to the School Office prior to leaving school at the end of the day.

## 7. Leaving School During the Day

- 7.1 No pupil is allowed to leave the school premises without being collected by a known adult.
- 7.2 They must be signed out and, if returning to school, be signed back in using the school inventory system.
- 7.3 Parents or guardians must present themselves to the school office for this arrangement.

## 8. Security of Personal Property

- 8.1 Pupils are asked not to bring to school anything of value.
- 8.2 At no time should money be left in school bags or within the classroom.
- 8.3 Individual members of staff are responsible for any items they bring onto the school site.
- 8.4 Handbags and other valuables should be locked away in the school.
- 8.5 At no time should personal belongings be left unattended anywhere within the school site.
- 8.6 Pupils should not leave such valuables in PE bags or book trays.

## 9. Security of Equipment

- 9.1 All electrical equipment must be tested for safety each year.
- 9.2 If a piece of equipment is required for use at home e.g. Laptop computer that hasn't been permanently assigned to a member of staff. The Office Manager should be notified, and the item should be recorded by asset number on the sign out sheet in the Office Manager office with a date and signature.
- 9.3 Where possible portable pieces of equipment should be kept in cupboards to avoid temptation.

## 10. Security of Cash

- 10.1 No money should be left unattended at any time within the school.
- 10.2 The security key box must be used for safe key storage.
- 10.3 All financial dealings must meet the FMGS guidance and Regulations.

## 11. School Site

- 11.1 An effective security Intruder Alarm is in operation throughout the school premises. This must be activated when the school is not in use by designated members of the staff team.
- 11.2 Security lighting has been installed around the site to ensure pupils, members of staff and visitors are secure while moving around the site during the evening.
- 11.3 The Head Teacher (*Insert details*)  
AHT (*Insert details*)

Out of Hours Security Company *Insert details)*  
 Caretaker *(Insert details)*

are the designated key holders and are responsible for the security of Hounsome Fields Primary School site. Their contact details are held by *Magenta Compliance Limited (who monitor the alarm system) and Kestrel Guards (Security Company, who offer out of hours' security and response to alarm alerts). (amend as applicable)*

- 11.4 It is the responsibility of each class teacher to ensure that their classroom is secure, windows closed and electrical equipment is switched off before leaving the premises.
- 11.5 The school site shall be kept clean and tidy, free of debris and waste which may invite problems such as arson attack.
- 11.6 Every member of staff and pupil must know the correct Fire Drill/Lockdown Drill and what appropriate action must be undertaken in an emergency
- 11.7 Visitors to the school premises need to be made aware of the school Fire Drill and Assembly Point, for instance hirers, or an audience watching a School Production.
- 11.8 All Fire Exits must be clear at all times, to allow easy access to the outside of the building in emergencies or regular training exercises.

## 12. Doors and Windows

- 12.1 Internal doors (30 minute Fire Check) shall be closed to prevent the spread of fire – door closures should be in good working order.
- 12.2 Fire doors must not be wedged open.
- 12.3 Magnetic fire closures areas must be tested regularly
- 12.4 The main entrance is fitted with automatic opening doors activated by PIR sensors. The doors provide a 1m clear opening and are appropriately identified with manifestation. The doors fail safe in the open position if the fire alarm is activated. Inspection and testing of the fail safe mechanisms will occur regularly.
- 12.5 Internal doors must never be locked or blocked during the working day. The internal doors are fitted with glass vision panels to allow users to see others in the corridors or rooms. These panels should never be covered.
- 12.6 Cleaners' cupboards and storage cupboards must be locked to prevent access to cleaning chemicals and equipment.
- 12.7 Mains & Battery operated 'Fire Exit' signs must be tested regularly. These are located on all Fire Exits
- 12.8 All windows will be secured at the end of the working day to prevent illegal access.
- 12.9 All external doors will be double locked to prevent illegal access.

**IF ANY MEMBER OF STAFF IS AT ALL CONCERNED REGARDING THE SITE OR PERSONAL SECURITY,  
 THEY MUST CONTACT THEIR LINE MANAGER.**

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