



# **Security Policy**

## **Including Procedures for**

### **Visitors**

Reviewed March 2026  
Date of Next Review March 2027

## Site Security Policy Including Procedures For Visitors

### Aims

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. In line with the DfE Keeping Children Safe in Education 2025 all staff have a responsibility to provide a safe environment in which children can learn and flourish. The school has in place effective procedures to enable us to achieve this aim.

This policy should be read alongside our Whole School Child Protection Policy which clearly outlines the school's safeguarding arrangements.

### ROLES AND RESPONSIBILITIES

#### Management Responsibility

School security is the responsibility of the Governing Body and the Head Teacher.

#### Role of the Governing Body

The Governing Body is responsible for formulating the Security Policy including rigorous procedures relating to visitors to ensure the safety of pupils, staff and visitors. Any key issues that arise are given due consideration by the Governing Body.

#### Role of the Head Teacher

The Head Teacher will be responsible for implementing the Security Policy including procedures relating to visitors agreed by the Governing Body.

The Head Teacher will ensure:

- All staff appreciate the importance of security and understand the school's policy and their responsibilities to welcome visitors and manage them safely within school;
- Staff training needs are kept under review and training is provided as necessary;
- Clear procedures are in place regarding visitors to the school site;
- Parents are made aware of the school's security procedures and are required to support these at all times. A copy of the School's Security Policy is available on the school website;
- Routine security checks are carried out on an on-going basis by the Caretaker and Head Teacher;
- All crimes are reported to the Police.

### GUIDELINES FOR SCHOOL SECURITY

#### Security of the Building and Site.

- The Head Teacher and Caretaker have overall responsibility for ensuring that all premises are secure. When the Caretaker is absent this responsibility falls to the Head Teacher.
- All teaching staff are requested to vacate the building by 5:45pm (5.15pm on a Friday) to allow the Caretaker to check that all windows and external doors are locked and secure.
- The school building is locked at 6.00pm (5.30pm on a Friday).

- The Caretaker has the ultimate responsibility for opening and closing the school. When the Caretaker is absent this responsibility falls to the Head Teacher.
- The electronic main school entrance gate is locked automatically when closed.
- Entrance via the electronic gates to the school site is via a fob system to authorized personnel or by a buzzer to all visitors to the school site.
- Secure gates to be kept locked during school hours and the intercom system should be used.
- All staff to challenge visitors on the school grounds during playtimes and lunchtimes.

## SECURITY OF PUPILS, STAFF AND VISITORS

### Procedures for Staff

- All staff should enter school via the main gate using their security fob.
- All external doors are to be kept closed.
- All staff are responsible for ensuring all external doors are closed at the start of the school day, following playtime, lunchtime and at the end of the school day.
- All rooms containing equipment that may pose a risk are to be kept locked - Caretaker's room, I.T. server room, resource cupboards, school kitchen and rooms containing cleaning equipment.
- All staff must challenge visitors who are not wearing a visitor's badge.

### Types of Visitor

There are several different types of legitimate visitors to a school:

- Visitors who attend the school in connection with children and who have a professional role i.e. social workers, educational psychologist, SEND officers, Officers from the Fair Access team, TETC team or other support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic music tutors, sports coaches and curriculum visitors (ie DART, Great Project, Mad Science, Sports4Kids, Inspire, DCP Drums).
- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers.
- VIPs - Very Important People.
- Other legitimate visitors i.e. parents, parent helpers/volunteers, members of PTA, school governors.

Visits should be planned to ensure they run smoothly taking into account the need to safeguard both children, the reputation of the school and the visitor. Where required, risk assessments should be undertaken. The Head Teacher or Senior Leadership Team should be aware of visits in advance.

### Procedures for Visitors to school

- Wherever possible, visits to school should be pre-arranged.
- The main gate to the school has a secure intercom system. All visitors need to call the office/wrap-around care (Kabin) by selecting the appropriate one on the panel. Only once this is answered by a member of staff will the visitor be let on site.
- Visitors are asked not to leave the gate open or allow others to pass through without the office's authorization.
- All visitors must report to reception first and not enter the school via any other entrance.
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All Nottinghamshire County Council staff should show their photo ID card.

- All visitors are asked to sign in at reception using the electronic signing in system.
- If the visitor is part of a large group of visitors a separate register may be utilised which will be generated by the school office.
- A blue visitor's lanyard should be worn and displayed prominently at all times.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors not involved in regulated activity should be accompanied by a member of staff. Visitors should not be alone with pupils/children unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).
- If visitors find they are alone with pupils/children, they should report to a member of staff or reception. This should be explained to visitors.
- On departing the school, visitors should leave via reception, sign out of the building, return their blue visitor lanyard and be seen to leave the premises.
- School reception staff should check the signing in and out records regularly to monitor compliance with these procedures.
- The Head Teacher or Designated Safeguarding Lead (DSL) along with the nominated Safeguarding Governor should also monitor compliance with the agreed specified Visitor's Policy procedures. Should any shortfalls be found these should be addressed as a matter of urgency, to ensure children and visitors to the school are kept safe.

### **Special categories of visitor - VIPs**

A VIP is usually an external visitor of importance or influence who commands special treatment:

- Royalty and Royal Representatives
- Government (Members of Parliament, including government ministers and politicians)
- Diplomats and Senior Public Servants
- Chairpersons/Chief Executives Officers of major companies and organisations
- Senior Officers from Charitable Trusts
- Religious Leaders
- Civic and Local Community Leaders
- Notable academics, Olympians, Authors, high profile prize winners and those with celebrity status in particular areas such as sport, music, the arts, media including celebrities and who are likely to inspire others.

### **Important considerations for VIP Visits**

An invitation to a VIP should be made in advance with sufficient time to enable appropriate planning for a safe and successful visit recognising how the visit will be hosted and importantly who will be escorting and supervising the visitor at all times.

In general terms VIPs should be treated in a very similar way to any other visitor but a degree of common sense should prevail e.g. it is unlikely that the King or another senior member of the Royal Family would be expected to show, or wear ID. Members of their entourage though should be expected to follow normal procedures.

All VIPs and any entourage should be accompanied at all times by a member of staff.

## **Nottinghamshire County Council staff**

Nottinghamshire County Council staff who visit schools and who have unsupervised contact with children will have had an appropriate DBS check conducted by their employing service. If the nature of their work requires it, the service will also have applied the requirements of the Childcare Disqualification regulations. In these circumstances the statutory guidance says:

'Schools and colleges must obtain written notification from any agency, or third party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate that written notification has been received that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school or college that the school or college would otherwise perform. Where the position requires a barred list check this must be obtained, by the agency or third-party prior to appointing that individual. The school must also check that the person presenting themselves for work is the same person on whom the checks have been made.'

This guidance can be regarded as the 'written notification'.

Schools will, of course, need to see identification from visitors to confirm that they do indeed work for NCC. All Nottinghamshire County Council staff visiting schools carry photo identification.

## **Staff from other agencies**

The same requirement as Nottinghamshire County Council staff applies. If schools, academies or colleges have 'written notification' from an agency that their staff have had all the appropriate pre-employment checks that the school or college would otherwise be required to perform including a DBS 'Enhanced with barred list information' check, then it is not necessary for the visitor to produce individual evidence of these checks before being granted unsupervised contact with children.

## **Procedures for Supply Teachers**

- Supply Teachers need to have valid DBS check issued by their employer prior to their arrival.
- Ask the visitor for their ID to check the person is who they say they are (identification pass, driving license or passport - something with a picture on).
- If not available, this person cannot have access into school. Office staff will then need to contact the supply agency making our expectations clear.
- Supply Teachers must be escorted to the relevant class.

## **Contractors**

The statutory guidance says:

Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across several sites.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

If an individual working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

Schools and colleges should always check the identity of contractors and their staff on arrival at the school or college.

For building or maintenance contractors' schools should establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation - fencing off the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school.

### **Procedures for Contractors**

- It is the school's expectation that all maintenance contractors will carry Company ID.
- Ask the visitor for their Company ID to check the person is who they say they are (company staff identification card with a picture on).
- If not, this person cannot have access into school. Office staff will then need contact the company making our expectations clear.
- If valid, escort the visitor to their relevant place of work, please inform the nearest staff member that they are working there to ensure they are supervised at all times.

### **Trainee Teachers**

The statutory guidance says:

Where applicants for initial teacher training are salaried by the school or college, the school or college must ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained.

Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks, schools and colleges should obtain written confirmation from the training provider that it has carried out all pre-appointment checks that the school or college would otherwise be required to perform and that the trainee has been judged by the provider to be suitable to work with children. Although there is no requirement for the school to record details of fee-funded trainees on the single central record we still prioritise this as a school ensuring that all students are recorded on our single central record.

As with other visitors who have been checked by an external organisation, the school should have 'written notification' that appropriate checks have been made and have been reviewed annually.

If tutors of trainee teachers do not have unsupervised contact with children, they will not require a DBS check. If they do have such contact, then it will be the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made.

### **Governors**

Governors should follow the same procedures as other visitors when coming in to school. All Governors are requested to sign in using the electronic visitor's signing in system and to wear a black Governor lanyard. All members of our Governing Body have been fully DBS checked.

## Procedures for Parents and Relatives

- Parents visiting staff members who do not have a DBS check will need to be accompanied by a staff member at all times.
- Parents dropping off children during the school day are to leave their children in reception with a staff member. Parents are not able to wander around school unescorted.

## Ofsted

Ofsted have provided NCC with written confirmation that all Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check. Ofsted provide a list of all approved additional inspectors at:

<https://www.gov.uk/search?q=additional+inspectors>

Schools can regard this note as constituting 'written notification' that Ofsted staff have been subject to relevant checks, as NCC holds the 'written notification' from Ofsted.

## **Implications of the Childcare (Disqualification) and Childcare (Early Years provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 for 'visitors.'**

The Childcare (Disqualification) Regulations 2018 introduced additional requirements for staff who are involved with the education or care of children under 6 or with the out-of-school care of children under 8. The implications of these regulations are set out in revised statutory guidance. Nottinghamshire County Council has also issued guidance to schools.

**The following groups of people, who could be considered 'visitors' are NOT covered by the 'Childcare Disqualification' legislation:**

Site Managers, cleaners, drivers, transport escorts, catering staff, catering & cleaning managers, office staff, DSO catering and cleaning staff who are not employed to directly provide childcare (Statutory Guidance).

## **Health Staff, Speech Therapists, Educational Psychologists.**

'Anybody involved in any form of health care provision for a child, including school nurses, and local authority staff, such as speech and language therapists and education psychologists, **are specifically excluded** from the statutory definition of childcare, and are therefore not covered by the legislation.' (Statutory Guidance).

## School Governors

'School governors and proprietors are not covered by the legislation, unless they volunteer to work in relevant childcare on a regular basis, or they are directly concerned with the day-to-day management of such provision.' (Statutory Guidance).

## Ofsted inspectors

While not specifically referred to in the statutory guidance, Ofsted have informed NCC that in their view Ofsted inspectors are not covered by the requirements of the 'Childcare Disqualification' legislation.

## **The following groups of people, who could be considered 'visitors' ARE covered by the 'Childcare Disqualification' legislation:**

- a) Peripatetic teachers and special needs teachers who work in reception classes or in childcare settings with children under 8.

'Where centrally employed local authority staff are deployed to work in relevant childcare settings in schools (for example peripatetic music teachers or special needs teachers) it is the responsibility of the local authority to ensure that such staff are compliant with the requirements of the legislation explained in this guidance.' (Statutory Guidance)

Nottinghamshire County council can confirm that all NCC employed staff in such roles will be subject to the appropriate checks under the Childcare Disqualification legislation.

- b) Agency, or third-party organisations, contracted to work in relevant childcare in schools. The agency must confirm that they comply with the legislation (Statutory Guidance).
- c) Self-employed contractors employed to work in childcare provision (Statutory Guidance).
- d) Trainee and student teachers. Again, the teacher training provider must confirm that they comply with the legislation (Statutory Guidance).
- e) Volunteers and casual workers who work in childcare (Statutory Guidance).

'Volunteers and casual workers who are directly concerned with the management of childcare provision, or who work on a regular basis, **whether supervised or not**, in relevant childcare, are within the scope of the legislation and are covered by this guidance.'

## Raising Awareness of Visitor safety with children

Our security procedures with regards to visitors are shared regularly with children and they are taught to inform a member of staff immediately if they see a visitor not wearing a blue visitors' lanyard.

Pupils should be reminded on a regular basis and especially prior to any VIP or celebrity visits that they should remain with a staff member and not wander off/ leave an area which is not supervised by a member of staff. They should also be reminded of any other relevant actions identified by a risk assessment relating to the visit.

## **Concerns related to a Visitor**

Pupils, staff and parents should be made aware of who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the designated person for safeguarding.

Any issues regarding the suitability of visitors to the school should be noted by the designated person for safeguarding and promptly brought to the attention of the Head Teacher. If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact the Nottinghamshire Safeguarding Children in Education Officer (SCIEO) for advice and where the adult's behaviour has caused harm or risk to a child, the Local Authority Designated Officer (LADO).

## **Unknown, uninvited or malicious Visitors to the school**

Any visitor to the school site who is not wearing a blue visitors' lanyard should be challenged politely by staff and escorted to reception to sign in and obtain an identity lanyard. Failure to comply will result in them being asked to leave the site and the Head Teacher or other senior leader informed. In extreme circumstances or if the person refuses to leave, the police will be called.

## **Monitoring and Evaluation**

Like all safeguarding policies schools should monitor and evaluate its implementation and effectiveness on a regular basis.

### **Linked policies**

This guidance should be read in conjunction with other related school policies:

- Whole School Child Protection Policy
- Safer Recruitment Policy
- School Employee Code of Conduct
- Health and Safety Policy
- Whistle Blowing Policy
- KCSIE 2025 Part three: Safer Recruitment and Part Four: Allegations of abuse made against teachers and other staff : <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Disqualification under the Childcare Act 2006
- Childcare (Disqualification) Regulations 2018 - Statutory Guidance for Schools
- School Emergency Plan
- Access Policy

## **SECURITY OF EQUIPMENT**

Security strategies

### **Inside the School Building**

- All expensive, portable equipment to be security marked and recorded on the school inventory;
- The intruder alarm system to be in operation when the school is closed;
- Staff to be responsible for returning equipment to the secure area;

### **Outside the School Building**

- Security fencing around the school to prevent intrusion.

## **Security of Staff, Visitors, Pupils and Equipment during whole-school events.**

### **Parents' Evening**

- All lap-tops, I pads, cameras and personal belongings to be locked away;
- Head Teacher to be a visible presences during these events and monitor entrance and exit points.

### **Fundraising Events**

- All rooms apart from those required for the event to be locked/have their doors closed to discourage people from entering them;
- All lap-tops, I pads, cameras and personal belongings to be locked away;
- Outside events - football matches, Summer Fayre; all rooms without staff should have closed doors so people have access to toilet facilities without having access to the whole school building.

### **Access during School Holidays**

- The dates on which the caretaker will not be available during holidays will be made known to any staff requiring access. Arrangements will be made to enable access where possible.

### **Lettings Procedures**

- Current letting procedures are only connected with staff, pupils, governors and parents and do not affect the security of the building out of hours. All lettings will take place subject to the security arrangements in this policy and in line with the school's Lettings Policy.

### **Use of School Grounds out of school hours**

- The school grounds are used for out of school activities such as football matches and training etc. after normal session times;
- These activities are supervised by a member/members of staff and normal security arrangements remain in place;

### **Supervision during break and lunch times**

- Members of staff are present in the playground during morning and afternoon playtimes. Lunch time supervision is undertaken by a team of midday supervisors.

### **Emergency Evacuation and Entry**

- This is achieved in event of a fire or serious security issue by means of a continuous ring on the fire bell immediately outside the office;
- In the event of a security issue or emergency outside it is equally vital to get staff and children quickly into the building. The signal for this is three short blows on a whistle.

### **Personal Belongings**

- All staff are urged not to bring items of value onto the school premises. It is strongly advised that handbags, purses, wallets etc are locked away in cupboards available in all classrooms;
- Children are not allowed to bring toys/personal belongings into school. School will not accept responsibility for lost or stolen goods;
- If parents/carers feel that it is necessary for a child to bring their mobile phone into school it must be handed into the class teacher at the start of the school day and collected at the end of each school day. School will not accept responsibility for lost or stolen goods.

### **General**

- Any seemingly dangerous items found on school premises are removed by the caretaker before children arrive.
- Fire extinguishers are checked periodically by the Fire Service.
- Access to all fire doors is kept clear at all times. Evacuation of the building is practised termly as part of the fire drill.
- In addition to regular H&S checks, risk assessments are undertaken.

**All staff to take shared responsibility to ensure the security strategies are implemented.**