

Milton Road Primary School

Site Security Policy and Procedures and Traffic Management



We want our children to be happy and healthy today, fulfilled in the future and able to make their world an even better place.

Written	Rae Snape – Head teacher	November 2023
Approved	Resources Governors	23rd January 2024
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1. Policy statement

- The Governing Body recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees, and visitors to **Milton Road Primary School**. The school's security procedures and protective actions 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 resources, information, and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.
- This policy has been developed with reference to the updated [DfE Guidance on School Security arrangements 12th July 2024](#), and should be considered in conjunction with the school security risk assessment (see Appendix). It is closely related to other school policies including the safeguarding and child protection policy, and the health and safety policy.

This policy aims to:

- reflect the balance between maintaining an open and welcoming environment for learners, parents and the wider community and protecting them from harm.
- help create a culture in which staff and students recognise and understand the need to be more vigilant about their own and the safety and security of others.
- demonstrate an understanding of the issues that could impact on the school and wider community.
- In addition the school is aware it must implement Martyn's Law ([Terrorism \(Protection of Premises\) Act 2025](#)) after an anticipated 24-month transition period from its April 2025 enactment, meaning duties will likely become enforceable around **April 2027**, requiring Milton Road Primary to develop security plans for evacuation, lockdown, and communication, with support from the government and Security Industry Authority (SIA). All settings within scope of the legislation will need to have in place, so far as is reasonably practicable, public protection procedures.

This includes:

- evacuation (to get people out of the premises)
- invacuation (to move people to a safe place)
- lockdown (to secure premises against attackers)
- communication (to alert people on premises to the danger)

[All settings within scope of the act will have a responsible person](#) and must notify the SIA, as the regulator. For qualifying premises, the responsible person is the person who has control of the premises in connection with their relevant Schedule 1 use. For example, for a primary education institution (other than those used as a pupil referral unit), the responsible person will be the governing body or, where

there is no governing body, the proprietor of the institution. For premises in the enhanced tier, they will need to appoint a [designated senior individual](#).

The school already has procedures for both evacuation and invacuation which are practiced termly.

Evacuation (to get people out of the premises)

- Raise the alarm, evacuate immediately, ensure everyone exits safely.
- Know nearest exit; follow posted evacuation plans.
- Fire drills held termly.
- Staff members: Evacuate calmly, no belongings, use nearest exit.
- Take fire register; check toilets; close doors; go to KS1/KS2 assembly point.
- Take register and report missing persons.
- Office Team: Fire brigade auto-called; oversee roll call; bring signing-in record.
- Business Office & Kitchen: Evacuate at once; assemble at KS2; no re-entry until cleared.
- Visitors: Follow signs and exit to assembly point.
- Fire Wardens: Check allocated areas quickly; evacuate; report issues; prevent re-entry.
- Headteacher: Oversee assembly points, confirm all accounted for, authorise return.

Invacuation (to move people to a safe place)

- Invacuation = stay inside for safety (lock doors/windows, close blinds).
- Triggered by weather, animals, fire, pollution, crime, chemical spill, weapons, etc.
- Stay calm, stop activities, follow instructions.
- Teachers to take register and stay in classrooms and to keep extra children with you.
- Only call office if teachers have a child missing or extra.

Signals:

- Inside: coded internal bell.
- Outside: coded whistle; return to class quickly.
- Keep children calm, quiet, and away from windows/doors.
- Evacuate only if instructed (fire alarm = evacuation).
- Parents contacted by school; they must not call or come in.
- Pupils not released during invacuation.
- Office liaises with emergency services.
- Drill done annually.

2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

2.1. Governing Body:

- The Governors will ensure that the school has a security policy and that this has been implemented.

- Governors will monitor the performance of the school security measures. This will be achieved as follows:
 - By the health & safety governor monitoring performance on their visits
 - Via the Headteacher's reports to governors
 - By all governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day-to-day implementation of the policy to the Headteacher.

2.2 Headteacher:

The Headteacher will:

- Set up arrangements in school that comply with the security policy agreed by the governing body.
- Will work closely with the Site Manager, the Finance and Premises Manager, the Office Manager and Senior Leaders to ensure that the security equipment are maintained and effective.
- Ensure that all staff within the school receives information, instruction, and training (as required) in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors, and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

2.3 Staff:

- All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees, and others on the school site.
- Those listed below have been given specific responsibilities for school security.

Security issue	Role	Specific Duties
Agreeing and reviewing the school security policy	Headteacher and Governors	Agree policy. Review on an annual basis or when a security related issue occurs.
Day to day implementation and management of policy	Headteacher	Inform staff. Monitor performance review arrangements
Securing school entrance/exits as detailed in this policy	Site manager	Lock gates as determined by the Security Risk Assessment
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, keypads, fences).	Site manager	Carryout weekly Inspections on the physical integrity of security devices and ensure the appropriate maintenance is carried out.
Control of visitors	Office staff (and/or any staff member who answers door).	Sign in and issue badges using school procedures. Check identity.

		Read key visitor information including emergency procedures and safeguarding.
Control of contractors	Head teacher/Office Team/Site manager	Control of Contractor 5cs
Security of money etc	Office staff	Kept in a CCC Audit approved safe as per CCC policy. Cashless school
Security risk Assessment	Headteacher / School Office Manager	Review as required and inform governors of findings to use as part of policy review. Physical Security Support can be provided by the Property Compliance Team: property.compliance@cambridgeshire.gov.uk
Traffic Management	Parents, staff, Headteacher	Everyone must abide by the Highway Code and be aware of the safety of road users. Senior leaders are at the front gate most mornings. Staff and parents of pupils with SEND have parking passes to use the staff car park. Signage has been introduced set at 5miles per hour.
Acceptable Behaviour	Head teacher	The school will not tolerate acts of aggression or intimidation which make children or staff feel threatened.
Invacuation and Evacuation	Headteacher, SLT, All Staff and children	There are regular termly opportunities to practice invacuation and evacuation. These are reviewed by SLT to see what can be improved next time.

2.4 Pupils:

- Pupils will be encouraged to exercise personal responsibility for the safety and security of themselves and others.
- Pupils will be asked to cooperate with the arrangements made for the safety and security of the school.
- The school understands that some children with additional needs may require further support to ensure their safety and security.
- Breaches of the school security arrangements may be a breach of the school's behaviour policy.

2.5 Parents/Carers:

- Parents/carers will be encouraged to exercise personal responsibility for the safety and security of themselves and others.
- Parents/carers will be expected to be good role models to the children and cooperate with the arrangements made for the safety and security of all the children in the school.

3. Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

3.1 Information and Communication

- All staff must be aware of the school's security procedures, especially staff who have been given a specific role to play.
- All staff induction will include reference to the school's security policy and will be recorded on the employees training profiles, records of which are kept in the school's Risk Register.
- These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the school's security arrangements as a condition of shared use of the building.
- Parents will be appropriately informed about the school security arrangements and what is expected of them, e.g., when visiting the school or at handover times.

3.3 Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

Our school security risk assessment identifies the key risks in this area, together with measures the school takes to provide appropriate security and mitigate against the risks of unauthorised visitors accessing the school site during the day.

Our measures include:

- Closing of school gates by 9:15 am
- Internal School Gates closed
- Intercom system for visitors
- Intercom system in school
- High fences
- Staff supervision on playgrounds
- Infant pupils handed over to parents/known adults at the end of the school day
- Signing in of visitors and contractors
- Lanyard system
- CCTV at main gate

3.3 Early Years Outside Areas

We have a secure outside area that has a suitable perimeter fence at least 1.2m based on risk assessment. This has fixings that prevent an early year's pupil opening the gate to exit this area without adult supervision.

Where this area is adjacent to where members of the public have unsupervised access consideration has been given to improved fencing where required. The extent of fences will be decided by a formal security risk assessment carried out by CCC (Property Compliance Team). The normal height based on Risk Assessment is 1.8m to 2.4m as per DfE guidance.

Additional measures include:

- Early Years staff supervision
- Gate locking
- Handing over to parents/know adults
- Premier Wrap Around to collect from the classroom

3.4 Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors must report to the reception desk on arrival.
- Identity is checked and confirmed using photo ID wherever appropriate.
- All visitors are issued with a badge to be always worn. This includes parents, helpers, contractors, LA staff, and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- All visitors will be asked to read key visitor information including emergency procedures and safeguarding.
- Any refusal will be reported immediately to the Headteacher.
- Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

Deliveries – any deliveries will be dropped off via the main entrance except kitchen deliveries which will be dropped off at the school kitchen, whose door will remain locked at all other times.

Collections - any collections will be collected via the main entrance except kitchen deliveries which will be collected at the school kitchen, whose door will remain locked at all other times.

3.5 Supervision of pupils

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

Locations where supervision is part of our safeguarding procedures –

All areas of the school site and grounds

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

- Start of school day – as all the gates are open to allow access this area is supervised from 8.45am to 9.00am.
- Parents have been informed of these arrangements and that supervision does not start until 8.45am.

After school clubs –

All security arrangements for during the school day will remain for after school clubs.

Hand over arrangements at the start and end of the school, day

Our security arrangements for the handover at the start and end of the school day are as follows:

- Children to wait in Pod areas and handed over to parents and known adults only
- Children who have had written permission in Years 5 and 6 may walk home by themselves

3.6 Cooperation with third parties, extended services, and community groups

Our school security arrangements have considered any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the third parties or groups listed.

3.7 Supervision of contractors

Contractors and maintenance personnel may not always have been DBS checked, and if so they should not have unsupervised access to children. They will therefore be controlled as follows – they will:

- complete the Control of Contractors signing in system (Hazard Register 5cs)
- be given school badges and be expected to wear them.
- only park where authorised to do so.
- only carry out work agreed at the start of the contract and at the times agree.
- always be supervised by school staff.

At times when grounds staff are working on site, children will remain indoors until their work is complete, or areas will be segregated as required.

3.8 Lone Workers

Our school has lone working risk assessment for staff where there is a security risk due to the need to work alone.

3.9 Physical security measures

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils. Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

3.10 Locking arrangements.

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below

- Locking internal playground gates 9:00am
- Closing main gates 9:15 on a timer.
- Locking up of school 18:20

3.11 CCTV

The school has CCTV on the front gate to see who is coming in and out of the school.

3.12 Cash Handling

We avoid keeping cash on the premises wherever possible. Any cash held on the premises is kept in a locked safe. We do not handle cash in visible areas, and any money requiring banking is done at irregular times.

3.13 Valuable equipment

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will consider the location and security arrangements for high value equipment, for example IT equipment.

3.14 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property. Attempts should be made by all staff to return lost property to their owner. Teachers are not responsible for locating lost items. Parents are welcome to look in the cloakrooms and on playgrounds. Lost property is not the responsibility of office staff. Lost property (mostly lost clothes) is displayed neatly in the front entrance on racks for parents to look through and claim.

3.15 Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers are kept in the Medical fridge in the Team Room.

Arrangements for the administration of medicines are detailed in the medication in school policy.

3.16 Traffic Management

Parents are responsible for ensuring that their child is safe on their way to school and back again. Cars are not permitted to come through the school gates between 8:45am and 9:00am other than for those with a disability or some staff who have their own children to drop off first. Senior staff are usually at the front gates in the morning, and are able to assist with traffic flow and road safety, but it is the responsibility of parents to behave in accordance with the highway code and not park on e.g. the zig-zags or on double yellow lines, particularly at the corners of the junction of Gurney Way and Ascham Road.

Traffic cones have been put there to deter road users and this seems to be effective.

There is a pavement adjacent to the car park and parents, children and staff are encouraged to keep to the pavement.

Staff and visitors must take extra care when reversing or moving cars on the staff car park.

When coaches are needed the Site Manager uses cones to ensure there is a space for coaches to park and to manoeuvre

3.17 Acceptable Behaviour

The DFE's [Document Control of Access to School Premises](#) says,

“Schools can bar someone from the premises if they feel that their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It’s enough for a member of staff or a pupil to feel threatened.” A sign in the front office reminds visitors of our school’s expectations, See Appendix.

4. Risk Assessment

A security risk assessment will be kept under regular review. The findings will be used in the review of this security policy.

The risk assessment will consider:

- The location and layout of the school
- Past incidents related to security.
- The performance of other security measures already in place or that could be implemented.
The cost of physical security improvements and the availability of funding.

5. Monitoring and Review

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body. Serious breaches will be reported to the Local Authority via the health & safety incident reporting form.

Governors will monitor performance via the Headteachers termly report to governors and when visiting the school.

Appendix:

Notice for front entrance of the school



Milton Road is a warm, happy, polite, kind and successful school. We expect everyone who comes onto our school grounds or into our school to contribute to our positive, collaborative and supportive ethos, and we are grateful to the many visitors who do this.

We appreciate that all of us can become frustrated, or impatient at times, however, please note that rudeness, aggression or abuse will not be tolerated. Colleagues reserve the right to withdraw when necessary and to not engage in such situations when they feel uncomfortable or at risk.

Please also note that in line with DFE Guidance schools can bar someone from the premises if they feel that their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It's enough for a member of staff or a pupil to feel threatened.

Thank you for your understanding.

Appendix 2 & 3

Invacuation

Evacuation