

# POLICY DOCUMENT

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**Stisted**  
**Church of England**  
**Primary Academy**

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## SCHOOL SECURITY POLICY

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| VSB24.05 | December 2024 based on School Bus template (May 2024)            |  |
| VSB25.05 | May 2025 School Bus updated template (approved by CEO June 2025) |  |

## **Statement of intent**

Canonium Learning Trust recognises its duty, under the Health and Safety at Work etc. Act 1974, to identify, assess and keep under review health and safety related risks, and to eliminate or reduce risks. We are dedicated to ensuring the safety and wellbeing of all people within the school community through implementing effective security measures, including e-safety and electronic control measures. Under this policy, a security risk includes risks to staff and pupils.

To identify the most prominent risks facing us, a thorough risk assessment has been conducted, which has been used to frame this policy to ensure that the control measures are appropriate and relevant.

The aim of this policy is to inform staff, pupils, parents and visitors of the security arrangements and controls in place and encourage them to help ensure that these are implemented effectively, while maintaining an open and welcoming environment for all.

This policy and the associated procedures apply to all individuals entering the school premises. The policy will be distributed to staff and pupils, so they can recognise and understand the need to be more vigilant about their own safety and security.

## **1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Local Government (Miscellaneous Provisions) Act 1982
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- [New] Terrorism (Protection of Premises) Act 2025

This policy has due regard to the following statutory and good practice guidance:

- DfE (2018) 'Controlling access to school premises'
- [Updated] DfE (2024) 'School and college security'
- [Updated] DfE (2024) 'Site security guidance'
- [Updated] DfE (2025) 'Good estate management for schools'
- [New from May 2025] DfE (2025) 'Protective security and preparedness for education settings'

This policy operates in conjunction with the following school policies and documents:

- Business Continuity Plan
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Cyber-security Policy
- Data Protection Policy
- Health and Safety Policy
- Invacuation, Lockdown and Evacuation Policy
- Lettings Policy
- Premises Management Policy
- Records Management Policy
- CCTV Policy

## **2. Roles and responsibilities**

The Trust board will be responsible for:

- Explaining who is accountable for the school estate at a board and school level.
- Undertaking necessary security risk assessments in conjunction with the headteacher.
- Monitoring the performance of the school's security measures.
- Reviewing the effectiveness of this policy on an annual basis.
- Delegating the day-to-day implementation of this policy to the headteacher.
- Ensuring that the school's security is accounted for when considering requests to

hire the premises, in line with the school's Lettings Policy.

- Ensuring the school has plans in place to improve protective security awareness and preparedness to deter terrorists and other security threats.
- Ensuring a 'security' lead is appointed to develop and maintain policies, plans and procedures

The headteacher will be responsible for:

- Employing their contractual duty to promote the safety and wellbeing of learners and staff.
- Appointing a 'security lead', and ensuring that all staff know who the Security Lead is.
- Establishing relationships with local security networks and working with the police, LA and others in the wider community to gather and share security-related intelligence.
- Ensuring that all staff members are aware of the procedures set out within this policy and are provided with the required training.
- Informing parents, pupils, visitors and contractors of the school's security procedures.
- Establishing a system for reporting, recording and managing breaches of this policy.
- Budgeting for security measures effectively.
- Ensuring that security is taken into account when considering any proposed changes to the school premises.
- Undertaking necessary security risk assessments in conjunction with the governing board.
- Reporting any crimes to the police.
- Reporting security incidents to the police or emergency services where appropriate.
- Conducting a Security Risk Assessment in collaboration with the site manager and governing board on an annual basis.
- Ensuring that steps have been taken to prepare for potential terrorist attacks and putting a plan in place to keep people safe in the event of an attack.
- The implementation of the Invacuation, Lockdown and Evacuation Policy and checklist.
- Informing the Security Industry Authority (SIA) when they assume or relinquish their role as the responsible person for the premises
- Ensuring that all staff are aware of the school's security actions.
- Ensure staff understand that they are part of a good security culture that reduces the risk of an incident occurring.

- Ensuring that plans are in place to respond effectively to diverse types of incidents across different types of settings.
- Testing plans to make sure they are suitable and effective, for example live testing, tabletop exercises and discussions..

The Security Lead will be responsible for:

- Coordinating and overseeing the school's protective security and preparedness.
- Developing and maintaining policies and plans which promote a good security culture and deter people intending to cause harm from targeting the school.
- Conducting regular security assessments to identify potential risks and vulnerabilities.
- Determining how staff should respond effectively to different types of incidents.
- Ensuring staff are aware of their roles and responsibilities in relation to protective security and preparedness.
- Ensuring that staff are appropriately trained on security protocols, including how to manage emergencies.
- Liaising with external agencies, such as police and emergency services, to ensure effective communication and collaboration.
- Engaging with the local community to build relationships and improve the overall security environment.
- Ensuring that policies, plans and procedures are inclusive and accessible for learners and staff with SEND.
- Ensuring that Personal Emergency Evacuation Plans (PEEPs) are in place for those required.
- Ensuring that all school users are aware of the safety protocols recommended by the government, i.e. [SCaN; HOT; RUN HIDE TELL](#)
- Managing and delegating the response to an incident.

The Incident Lead will be responsible for:

[The security lead will normally become the 'incident lead'; however, settings should ensure one or two people are available to deputise during any absence. This role will only become active during an incident]

- Leading the initial response to a security incident within the school.
- Determining the most appropriate course of action for example, whether to lockdown, invacuate or evacuate etc.
- Liaising with the police to incorporate their advice into an overall site response.
- Making fast, clear decisions under pressure, to get people to safety.
- Responding appropriately to any safety concerns, for instance people reported missing.
- Communicating about the incident to parents and carers of those affected.

- Leading any responses to interest on social media and in the mainstream media, if required.
- Managing resources effectively, including consideration for the wellbeing of staff, learners and families affected.

All staff members will be responsible for:

- Employing their contractual duty to promote the safety and wellbeing of learners.
- Securing windows and doors when rooms are not in use.
- Ensuring that visitors sign in and out at the school office.
- Challenging any unidentified individuals and notifying the headteacher of any unauthorised person.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- Accessing the school premises in accordance with the school's Key Holder Policy.
- Acting in accordance with the school's Data Protection Policy and Cyber-security Policy, ensuring that data and information is secure.
- Reporting any minor security concerns to the headteacher.
- Reporting major security concerns directly to the police or emergency services, where appropriate.
- Always carrying their school ID with them.
- Being responsible for the security of any of their own property that they bring to the school site.
- Participating in training and awareness programmes related to protective security and preparedness measures.
- Being vigilant and reporting any suspicious activity to the security lead or appropriate authorities.
- Supporting the security lead in implementing and maintaining the protective security and preparedness plan.
- Being familiar with incident response plans, such as lockdown, invacuation and evacuation options, exit routes, methods of communicating in an incident, and compiling grab kits.
- Providing additional support to those who are particularly vulnerable for instance, staff or learners with SEND.

The site manager will be responsible for:

- Ensuring the school estate is well maintained, including the physical and electrical security systems.
- Securing school entrances and exits.

- Liaising with the named key holder, ensuring that the school is effectively secured at the end of each day.
- Conducting security checks on a daily basis and maintaining a record of these checks.
- Raising any security concerns with the headteacher or security lead immediately.
- Ensuring a Business Continuity Plan is in place.
- Liaising with the security lead to consider the type, frequency and probability of an incident or event, so that effective control measures can be established.
- Prioritising risks and, in line with the school's and locally agreed procedures, implementing control measures to mitigate priority risks.
- Reviewing CCTV systems to monitor activity, ensuring that CCTV is used in accordance with the school's Surveillance and CCTV Policy.
- Ensuring all access control systems, e.g. intruder alarms, are in good working order and are activated once the school has closed.
- Seeking professional advice on security issues where necessary.

Pupils and parents are responsible for:

- Reporting anyone without an ID badge to a staff member.
- Reporting any activity that they believe to be suspicious or concerning to a member of staff immediately – this can be done anonymously, if preferred.
- Familiarising themselves with the requirements of this policy, to ensure they know what to do in an emergency.
- Taking responsibility for their own security.

### **3. Working with other agencies**

The headteacher will establish relationships with local services such as the police, the LA and others in the community.

The site manager will be responsible for maintaining these relationships to gather and share security-related information.

Strong links will be developed with the police to enable the school to put arrangements in place to share information quickly and to help with the review of this policy and related security plans.

The site manager will seek expert security advice where necessary and use this information when reviewing this policy.

The school will follow guidance and support from the SIA in ensuring that procedures are compliant with the Terrorism (Protection of Premises) Act 2025.

## 4. Physical security arrangements

The school will incorporate measures as outlined in the DfE's 'Site security guidance' to ensure that it is taking all the appropriate steps to protect the security and safety of the school premises.

Intrusion detection systems, including fencing, security lighting, security glazing and intruder alarms, will be installed throughout the school estate.

The school perimeter will be protected with a secure fence or railings of a sufficient height to deter intruders. Gates will be the same height as fencing where possible, fitted with anti-lift hinges, and contain a suitable locking mechanism. Planting close to the base of a fence will not exceed 1.0m in height and tree canopies will fall no lower than 2.0m from the ground to ensure clear lines of sight are provided.

The site manager will undertake **daily** visual checks of the school fencing, security glazing, gates and locks on any doors and windows, ensuring that they are maintained to a high standard.

All ground floor or other easily accessible windows above ground floor level will have suitable key operable locks fitted for additional security. Glazing to doors and ground floor windows will include one pane of attack resistant laminated glass.

The school will implement a Searching, Screening and Confiscation Policy, which enables the school to check pupils, staff and visitors for prohibited items and confiscate them, including deleting inappropriate images or content from phones.

The school will be able to lock down parts, or all, of the school, in accordance with the Invacuation, Lockdown and Evacuation Policy.

Vehicle access will be restricted via the use of building controls that enables part of the school to be locked down, minimising direct access to school buildings e.g. by using speed bumps, warning and directional signage, barriers and structural furniture.

There will be directional signage so that individuals can find the **school office** with ease.

There will be warning signs around the school that state the expected behaviour of individuals, and that the police will be contacted following any inappropriate or threatening behaviour.

Chemical and biological materials will be stored safely and securely, in line with industry standards.

Between the times of **8.30am** and **3:30pm**, the site manager/ caretaker will ensure the school gates are closed.

Where access to the school is required, such as for a large delivery, permission will be sought from the headteacher or SBM prior to the event and the site manager will oversee the access.

Staff cars are safely secured in the school car park, which is secured between the hours of **8.30am** and **3:30pm**. The car park will be well lit with good natural surveillance.

School security alarms are tested on a **monthly** basis by the site manager. The key holder or site manager ensures that the school alarm is set on a **nightly** basis. Confidential information will be stored in **locked filing cabinets**, which only authorised staff have access to.

The school office will be secured whenever it is unattended, as it is the main entrance point to the school. Main vehicle and pedestrian access points will be overlooked by the school reception. The main entrance door to the school will be suitably signposted to visitors and contain an appropriate means of access control, e.g. a remote electronic lock release device with an intercom and visual verification. Secondary site access points will be kept locked from the outside unless required, e.g. to receive deliveries, but will be able to be unlocked from the inside in the event of an emergency. Classrooms will be locked when they are not in use.

Fire exit doors will be kept free of external door furniture.

Where possible, CCTV cameras will be in use and monitored by the site manager.

All visitors will be escorted to and from their destination within the school by a member of staff.

The school's security lighting will be maintained by the site manager. Security lighting will be provided around the perimeter of school buildings with dusk to dawn lighting on all elevations where there is an entrance door. Lighting will be designed to eliminate and minimise potential hiding points.

Appropriate mechanisms will be in place to prevent unauthorised access to the roof and courtyard areas.

The site manager will be responsible for ensuring that the school's security lighting motion detector is switched on every night but turned off each morning.

## **5. Cyber-security**

The ICT technician will be responsible for ensuring that appropriate and effective online security systems are in place, including malware, internet gateways, firewalls and virus control software.

The school uses a secure network that is password protected.

Staff members and pupils are aware of the school's Cyber-security Policy and the measures that are in place to effectively manage risks caused by internet use.

All staff members will be responsible for identifying risks posed to pupils and themselves, including those in relation to the use of the internet.

Staff members and pupils will not use their personal devices for school-related work.

The school will only use CCTV cameras that are able to be remote access capability password protected.

The Cyber-security Policy will be reviewed in light of any new cyber security risks, e.g. a rise in targeted phishing attacks on schools, or statutory guidance, and updated where appropriate.

## **6. Protecting the premises from terrorism**

The school will ensure that public protection procedures are maintained in order to respond effectively to potential threats of terrorism and to reduce the risk of physical harm to individuals if an act of terrorism occurred at the premises or in the immediate vicinity.

The following four procedures will be put in place:

- Evacuation – ensuring that people can safely leave the premises.
- Invacuation – bringing people safely into, or to safer parts of, the premises.
- Lockdown – securing the premises to prevent individuals entering or leaving.
- Communication – putting in processes to alert people on the premises of the danger.

When considering the procedures in place, the school will assess what is appropriate and reasonably practicable for the premises. This will involve considering the specific nature of the premises and the resources available.

All staff members will be made aware of the school's public protection procedures to ensure that they are ready to put them into practice.

### **Protective security and preparedness**

The school will ensure that it has appropriate bespoke plans and protocols in place to improve protective security awareness and preparedness that can deter terrorists and other security threats looking for a target and help keep learners, staff, volunteers and visitors safe.

The school will assess the specific risks associated with the local area, including any vulnerabilities to the building, and identify appropriate control measures.

The school will ensure that, as appropriate, staff and pupils are made aware of the various protocols that are recommended by the government to help them notice suspicious activity and respond appropriately, including the following:

- **See, Check and Notify (SCaN) protocol:**
  - **See** - understanding what hostile reconnaissance is and how to spot it.
  - **Check** - knowing what to do if you suspect hostile reconnaissance or identify suspicious activity.
  - **Notify** - who should you tell and what should you tell them.
- **HOT protocol:**
  - **Hidden?** – Has it been concealed or hidden from view?
  - **Obviously suspicious?** – Does it have wires, circuit boards, batteries, tape or putty-like substances? Do you think the item poses an immediate threat to life?
  - **Typical?** - Is the item typical of what you would expect to find in this location?
- **RUN HIDE TELL protocol:**
  - **Run** – escape if you can and consider the safest options.
  - **Hide** – find cover from gunfire; be aware of exits; try not to get trapped; be quiet; silence your phone and turn off vibrate; lock and barricade; move away from the door.
  - **Tell** - When it is safe to do so, **TELL** by calling 999.

In addition, the school will undertake a range of engagement activities, which may include the following:

- Discussing basic security messages and incident response plans as part of topics on personal safety or risk management in PSHE classes.

- Encouraging pupils to look out for suspicious items (using the HOT protocol).
- Encouraging pupils to tell a teacher if they see someone or something strange.
- Using coloured lanyards to indicate whether an adult is DBS checked.
- Organising regular drills to give learners the experience of practicing an incident response such as a lockdown.

### Responding to unusual and suspicious activity or items

The school will ensure that its culture relating to the prevention of harm, arising from health and safety, safeguarding and risk management is embedded in all areas of the school and its activities.

Staff will be expected to always remain vigilant and respond appropriately to unusual or suspicious activity and items using the recommended SCan and HOT protocols.

Having assessed suspicious unattended items staff will be expected to follow the '4 Cs protocol (Confirm, Clear, Control, Communicate):

- **Confirm** – whether the item has suspicious characteristics
- **Clear** – the immediate area
- **Control** – access to the unsafe area
- **Communicate**

### Bomb threats

For the purposes of this policy, a bomb threat is where an individual places an article or communicates information with the intention of inducing a person to believe that something is likely to explode or ignite causing harm within an educational setting.

The school is aware that all bomb threat communications are a crime and should be reported to the police by dialling 999, no matter how ridiculous or implausible the threat may seem.

The school will ensure that appropriate staff are trained in the measures to take when responding to a bomb threat.

If a threat is made by phone, email or in person, staff will:

- Try to keep the speaker talking to gather more details about the bomb.
- Record and retain all evidence and make this available to the police.

- Communicate and follow police advice on the recommended response to the incident, including how to manage risks and keep people safe.

### **Personal Emergency Evacuation Plans (PEEPs)**

The school will ensure that, where a PEEP is already in place for pupils and staff for a fire evacuation, that it reviews and amends this plan for response to a range of security incidents.

### **Communicating during an incident**

The school will ensure that it has tried and tested communications plans and procedures in place, both within and outside the school, which give staff a framework to apply in the event of a unique and unforeseen incident. In doing so the headteacher and security lead will consider the following issues:

- Communicating about the threat across your setting.
- Methods for ongoing communication during an incident.
- Communicating silently with learners.
- Communicating with the police.
- Communicating with parents and families.
- Communicating beyond your setting.
- Managing the media and social media content.

### **Grab kits**

For the purposes of this policy a grab kit is a selection of essential items that you may need during an incident.

The school is aware that, in addition to any first aid and fire safety equipment available, it may also be useful to create grab kits that include additional equipment that may be required during a terrorism incident response.

The security lead will ensure that grab kits are prepared in advance and left in convenient locations. Staff should note, they will not be expected to put themselves in additional danger to collect a grab kit and should only do so where possible and appropriate.

Grab kits may include the following:

- Communications equipment.

- Useful information.
- [Public Access Trauma first aid kits](#).

## Staff training

The school is aware of the importance of embedding protective security awareness across the school. The school will ensure that staff are trained on plans and procedures during induction and at least **annually** thereafter. Staff training will include:

- General protective security awareness, for example [ACT for Youth](#).
- The contents of the school's incident response plans – i.e. lockdown, invacuation and evacuation policy and plans.
- The individual's role in implementing the plans.
- Who the incident lead is, and what their roles and responsibilities are.
- The existence and location of any PEEPs.
- How all staff and volunteers can be part of a good security culture that deters, detects and mitigates against terrorism, other criminal activity and other forms of anti-social behaviour.
- Any additional training that may be needed so that staff can use communications equipment, first aid equipment, fire safety equipment or other grab kit equipment during an incident.
- Any specific training for people with specific incident response roles such as marshals.
- The training of contractors and any other personnel who may be on site during out-of-school hours on security protocols, identifying suspicious behaviour, and emergency response actions.
- The school's protocols for managing and identifying visitors who enter the setting during off-hours, such as contractors, maintenance personnel, or community members using a setting's facilities.

## Post-incident welfare and reviews

The school will ensure that plans consider the emotional and mental impact of any incident on pupils, staff, volunteers and parents. Staff will be encouraged to monitor, refer and support people who are primarily affected by the incident.

Following any incident the school will host a full debrief to obtain feedback from all key people involved. The school will use this feedback to incorporate a 'lessons learnt' plan to improve internal security policies and procedures within the setting.

## **7. Equipment and belongings**

The school's ICT suite will be located in a position, e.g. the centre of the school, which makes it harder for an intruder to gain access. The suite will be thoroughly secured and covered by a monitored alarm and CCTV.

An inventory will be kept of high-value items and items considered to be most at risk with photographic evidence, serial numbers and identification marks.

All electronic equipment will be stored in a secure location at the end of each day. Tablets and laptops will be stored in a lockable cabinet that is bolted to the floor. Computers that cannot be moved will be secured to the desk.

After using school equipment, staff members will be responsible for ensuring that it is returned to the appropriate storage location and secured.

Staff members will be responsible for any personal belongings, including teaching equipment, they bring on to the school premises.

Pupils, parents, visitors and contractors will be responsible for their personal belongings and the school will not be liable for any damage or loss which may occur, in line with the school's Lost Property and Liability Policy.

Pupils will be advised not to bring valuable items to school unless necessary.

Where a pupil requires a valuable item to be brought to school, they can arrange with the headteacher in advance for a secure place to store the item.

Any equipment that someone wishes to take off the school site will be approved by the headteacher in advance and a record of the loan kept, in line with the Lost Property and Liability Policy.

Any equipment that is loaned out to staff or pupils will be inspected upon its return, e.g. laptop that could carry viruses.

Outside play equipment, as well as sporting equipment, will be tidied away and secured **inside the building** at the end of use.

The school will provide an area for pupils to store bikes during school hours. Pupils are responsible for providing their own lock and effectively securing their bikes. The school is not responsible for any loss or damage that may occur.

Lost property will be stored in the **school office**, where it will be kept for **six months** before disposal.

## **8. School events**

During school events, all rooms except those required will be locked. Unless needed for the event, all equipment will be securely stored away.

The event organiser will be responsible for recording what equipment is being used for the event and ensuring that it is returned.

The site manager and the headteacher will conduct an extensive risk assessment for each event. The site manager will lock the school after the event has finished.

During off-site events, the school premises will be secured.

Individual staff members will not be left alone on the school premises with a parent or visitor. Where lone working is necessary, e.g. a parent meeting with a teacher, a lone worker risk assessment will be conducted.

There will be a minimum of **2** staff members on site at all times.

## **9. Access to the premises**

The school premises are private property; however, parents of enrolled pupils have an 'implied licence' to access the school premises at specified times.

All staff members will be issued with an ID badge during their induction process, which must be worn at all times.

Upon arrival at the school, visitors will be directed to the **school office** where they must sign in, giving a reason for their visit, and wait for further direction from a member of the office staff.

All visitors will be made aware of, and will be expected to act in accordance with, the school's Visitor Policy.

All visitors and contractors who are authorised to be on the school premises will be provided with a school ID badge, which will be kept visible at all times.

The office staff will be responsible for ensuring that contractors and visitors sign out when they leave and return their ID badge.

Anyone who does not have an ID badge or is suspected to be an intruder will be challenged.

Individuals who are hiring the school site will act in accordance with the Lettings Policy and their hire agreement.

Integrated access control systems will be installed to control, monitor and deny access when necessary.

The site manager will ensure that all access control systems are in place and effective – where problems are identified, the site manager will rectify them immediately.

## **10. Removing people from the premises**

In the event of abuse or threats to staff, pupils, parents or visitors, the school holds the right to bar an individual from entering the premises.

Where an individual has accessed the premises in a way that exceeds their ‘implied licence,’ the school has the right to remove them from the premises; this includes any individual causing a nuisance or disturbance.

Unidentified individuals who refuse to report to the **school office**, become aggressive or are deemed to be a threat to the safety of the school community, will be escorted from the school premises and, where necessary, the police will be called.

In terms of barring particular individuals, the headteacher will make a proposal in writing to the governing board and all parties involved will be given the opportunity to formally express their views.

Letters and documentation concerning barring an individual will be signed by the headteacher, unless otherwise specified by the LA.

Following formal representations being made by the parties involved, the bar will either be confirmed or removed.

All bars will be subject to review within a reasonable timeframe.

The school has the right to take civil action through the courts to stop persistent trespassers.

If a crime is committed on the school premises, the school has the right to remove the individual in question from the site and report the incident to the police.

## **11. Violent crime**

All staff will be made aware of the indicators which may signal that pupils are at risk from, or are involved with, serious violent crime. All staff will be made aware of the associated risks and will understand the measures the school has in place to manage these, which are outlined in the Child Protection and Safeguarding Policy.

Where there are concerns about weapons being brought on to the school premises, the headteacher and site manager will consider additional security mechanisms, consulting the police where appropriate, to ensure the school community is kept safe.

The headteacher will liaise with the local police, community safety partners and other educational institutions in the area on how to address youth violence.

Pupils will be taught about the impact of violent crime and how to protect themselves from becoming involved in criminal acts.

## **12. Reporting security concerns**

Missing or stolen equipment will be reported immediately to the SLT.

Unidentified individuals will be challenged immediately and reported to the school office.

Concerns regarding the security of the school will be reported directly to the site manager.

The headteacher will promptly risk assess and discuss security concerns with the governing board to identify effective resolutions, e.g. installing CCTV systems.

Complaints about the school's security measures will be dealt with in line with the school's Complaints Procedures Policy.

The school will implement procedures to enable pupils, parents and the local community to report any security concerns anonymously – a Security Reporting Form can be accessed on the **school's website**.

The SIA will be notified when a new headteacher becomes responsible for the premises and when a headteacher ceases to be responsible.

If the DfE is made aware of an extremist or counter terrorism-related incident at the school, it will work with the LA and other partners to ensure the school is provided with the relevant support.

## **13. Emergency procedures**

The school will establish formal procedures to responding to emergencies linked to the security of the school estate and will conduct an estate risk assessment which considers emergency scenarios.

The school will draw on the expertise provided by the LA, police and other agencies when developing emergency procedures.

In the event of an emergency or a breach of security, the procedures outlined in the school's Invacuation, Lockdown and Evacuation Policy and Emergency plan will be followed – staff members will be made aware of when it is appropriate to implement these procedures.

All staff members, pupils and volunteers, will be made aware of the school's emergency procedures as part of their induction, including those in relation to security alerts, trespassers and unidentified objects.

The headteacher will ensure that the appropriate authority is notified about any incidents and the need for emergency procedures, e.g. the police or the LA.

If it is necessary for the school to be locked down, the headteacher will contact the police for advice.

The headteacher, or their delegate, will be responsible for communicating with parents while the school's emergency procedures are being implemented.

The headteacher, or their delegate, will be responsible for dealing with any media enquiries about an incident.

Where appropriate, the school's social media channels will be used to keep the public informed during a serious incident. The headteacher will liaise with the police on how to share this information effectively.

If emergency procedures are conducted, the headteacher is responsible for ensuring that these are properly recorded.

This policy, and all associated plans and procedures, such as the Business Continuity Plan, will be reviewed and evaluated following any incident, to ensure that they remain effective.

## **14. Staff training and informing pupils**

Staff members will receive cyber-security related training on an **annual** basis.

All staff members and pupils will receive training in the school's emergency procedures and will be aware of what to do.

As the competent person, the site manager will have relevant subject knowledge, e.g. security, be trained in matters related to handling health and safety risks and have the experience to apply subject knowledge correctly in the workplace.

Staff will receive safe handling training for chemical and biological materials, in line with the school's COSHH Policy.

Staff will be made aware of relevant security networks and be able to evaluate and assess the impact of any new initiatives on the school policy and its day-to-day operation, as well as how to protect themselves and pupils from harm, safeguard the school estate and be able to determine when it is appropriate to contact the police/emergency services.

Staff members will receive training in communications handling, particularly in relation to the press and media, on an **annual** basis.

External providers and visitors will be invited into the school when necessary to help deliver security-related messages to staff and pupils. When determining whether an external provider should be invited into school, the headteacher will consider the following:

- What the desired learning objectives and outcomes of the session are
- Why an external provider needs to be used rather than an internal member of staff
- Whether the messages can be delivered in line with the school's Child Protection and Safeguarding Policy
- Whether the external provider has the required skills and knowledge
- How the impact of the session will be evaluated

Pupils will be taught about security-related issues, e.g. staying safe online, through the PSHE curriculum, in line with the PSHE Policy.

## **Testing security procedures**

The site manager will develop a schedule of testing the school's security and emergency procedures.

These tests will be used to identify where improvements can be made and to enable the school to assess what the wider residual effects of an incident are likely to be.

The headteacher will determine whether neighbouring schools, the local police or other agencies should be involved in helping to evaluate practise drills.

The school may test security plans via various exercises, such as the following:

- **Discussion-based exercises** - a 'talk-through' of plans to develop awareness of procedures through discussion and identify any area for improvement.

- **Table-top exercises** - involving a realistic scenario where staff are expected to know the plan and test how the plan works as a scenario unfolds.
- **Live play exercises** - realistic rehearsals for implementing a plan, using your normal site and facilities, and taking place in real time.

## **15. Information security**

The DPO will be responsible for ensuring that there are policies and procedures in place to manage and monitor access to sensitive and personal information, including the Data Protection Policy and Records Management Policy.

The DPO will provide training to staff on school policies and procedures in relation to information security.

Policies relating to information security will be reviewed in light of any new information on security risks or statutory guidance and updated where appropriate.

## **16. Monitoring and review**

This policy will be reviewed on an **biannually** basis by the trust board, site manager and headteacher.

The next scheduled review date for this policy is **Summer 2027**.

Staff members will be notified of any changes made to this policy or to the school's security system.