

Site Access and Security Policy



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Reviewed on		

1. Introduction and Statement of Purpose

Earley Springs School is committed to maintaining a safe, secure and well-controlled site environment for pupils, staff, visitors, volunteers and contractors. Given the needs of our cohort, many of whom have limited awareness of danger, sensory-processing needs, flight risk tendencies or communication differences, robust site security is a central safeguarding requirement.

This policy sets out the systems, procedures and expectations that ensure access to the school site is controlled at all times, in line with:

- **Keeping Children Safe in Education (KCSIE 2025)**
- **Independent School Standards (ISS), Part 3 – Welfare, Health and Safety of Pupils**
- **ISS Part 5 – Premises and Accommodation**
- **DfE guidance on School Security**
- **Health and Safety at Work Act 1974**
- **Safeguarding and Child Protection Policy**
- **Health and Safety Policy (**
HS
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Security measures are proportionate to the needs of the site and responsive to the risks associated with a specialist SEND environment.

2. Aims

This policy aims to:

1. Prevent unauthorised access to the school site and buildings.
2. Protect pupils, especially those at risk of flight or with limited danger awareness.
3. Ensure visitors and contractors are properly managed and supervised at all times.
4. Maintain clear procedures for emergencies, lockdown and intruder situations.
5. Support safeguarding practice by ensuring all adults on site are identifiable.
6. Comply with legal requirements and demonstrate effective implementation to Ofsted, DfE and the Executive Board.

3. Roles and Responsibilities

3.1 Proprietor and Executive Board

The Executive Board retains strategic responsibility for ensuring that site access and security arrangements are robust, adequately resourced and regularly reviewed. They ensure the Headteacher and Operations Manager have the authority to implement this policy effectively.

3.2 Headteacher

The Headteacher holds overall operational responsibility for site safety and security. This includes oversight of:

- Controlled access arrangements
- CCTV usage
- Lockdown and intruder response
- Visitor and contractor protocols
- After-hours security

The Headteacher ensures all staff understand their responsibilities and that security is embedded within safeguarding.

3.3 Operations Manager / Site Manager

The Operations Manager is responsible for:

- Daily security checks of gates, fencing, locks and digital systems
- Managing keys, fobs and access permissions
- Monitoring contractors
- Maintaining CCTV systems
- Reporting defects immediately
- Ensuring compliance with statutory testing

3.4 All Staff

All staff must:

- Challenge unidentified individuals
- Ensure doors close securely behind them
- Report concerns immediately
- Model safe behaviours
- Follow lockdown/evacuation procedures
- Safeguard pupils during transitions and outdoor access

3.5 Visitors and Contractors

Visitors and contractors:

- Must sign in and wear a red lanyard at all times
- May only access authorised areas
- Must follow all safety, safeguarding and site rules
- Are supervised where appropriate

3.6 Pupils

Pupils are supported to understand safety expectations through visual prompts, social stories and consistent routines. Staff recognise that many pupils may have:

- Limited awareness of physical danger
- High levels of curiosity
- Flight tendencies
- Sensory needs affecting responses

4. Controlled Access to the Site

4.1 Perimeter Security

The site perimeter is secured with 2.4m security fencing, padlocked maintenance areas, and monitored gates.

The fencing is checked daily by the Operations Manager.

4.2 Main School Entrance

The main entrance uses:

- A locked, controlled access system
- A video intercom for visitor verification
- Staff fob access with restricted permissions
- A staffed reception area during school hours

4.3 Pupil Entrances and External Areas

- All external doors remain secured and cannot be opened by pupils, unless a fire door.
- Breakout spaces, classroom exits and outdoor learning areas are risk assessed.
- Flight risk pupils receive enhanced supervision and may have individual risk assessments.

4.4 Vehicle Access

Entrance gates for vehicles remain locked and are opened only for:

- Staff
- Scheduled deliveries
- Emergency services
- Contractors under supervision

No vehicle may enter during pupil transition times unless authorised.

5. Visitor and Contractor Management

5.1 Identification and Sign-in

All visitors:

- Sign in at reception
- Wear a red visitor lanyard
- Wait in reception until collected by a staff member
- Are supervised unless DBS and safeguarding checks have been verified

Visitors without ID must not enter the main site.

5.2 Contractors

Contractors must:

- Provide evidence of risk assessments
- Follow all safety directions
- Only work in authorised areas
- Be supervised where required
- Report any hazards immediately

High-risk work (e.g., hot works, electrical works) must be scheduled outside pupil hours.

6. CCTV

CCTV is used to:

- Monitor perimeter and access points
- Deter unauthorised entry
- Support behaviour, health and safety and safeguarding

CCTV is:

- GDPR compliant
- Not used inside toilets, changing areas.
- Only accessible to authorised staff

7. Lockdown, Intruder and Emergency Procedures

The school maintains a Lockdown Procedure, aligned with KCSIE requirements to protect from:

- Intruders
- Community risks
- Environmental hazards
- Local incidents involving police activity

Lockdown drills occur termly and are recorded.

If a suspicious individual refuses to leave or becomes aggressive, staff must:

- Seek assistance immediately
- Follow lockdown or partial lockdown procedures
- Never confront the individual alone

8. After-Hours Security

The Headteacher and Operations Manager ensure the site is secure after school hours by:

- Locking all external doors
- Securing the perimeter
- Ensuring windows are closed
- Setting alarms
- Confirming contractors and staff have left the premises

9. Key and Access Management

- Keys/fobs are issued only to authorised staff
- A register is maintained
- Lost keys/fobs are reported immediately
- Access rights are removed upon staff leaving the school

10. Deliveries

Deliveries are only accepted at the designated delivery point. Drivers must not walk through the school without supervision.

11. Pupil Safety and Supervision

Because many pupils at Earley Springs have reduced danger awareness, staff ensure:

- Controlled transitions
- Visual boundaries and prompts
- 1:1 support where required
- Secure doors to high-risk spaces (e.g., office, board room, sensory room)

12. Monitoring and Review

The Operations Manager monitor:

- Fencing and boundary checks
- Locking mechanisms

- CCTV performance
- Gate security
- Visitor logs
- Incident reports
- Feedback from staff

This policy is reviewed annually or sooner if:

- Site changes
- Security risks increase
- An incident occurs
- Guidance from DfE or KCSIE changes

13. Conclusion

Earley Springs School maintains a safe and secure site through proportionate, robust and regularly reviewed systems. Site access and security are integral to safeguarding and reflect the unique needs of our pupils. All staff, visitors and contractors share responsibility for maintaining the protective environment described in this policy.