

Cherrywood Community Primary School Hampshire



Security Policy

Adopted on:	Jan 26
Signed on behalf of the Governing Body	Mrs B Read Chair
Review Date	Jan 28

CHERRYWOOD COMMUNITY PRIMARY SCHOOL SECURITY POLICY

Cherrywood Community Primary School is situated on a site which it shares with Henry Tyndale Early Years and Pebbles Day Care Nursery, the entrance to which is in Aldwick Close. There are two points of pedestrian access from the local area to the site and one point of vehicular access. There is no access through the school grounds

The school seeks to balance the need for rigorous security measures with the wish to maintain a welcoming atmosphere which encourages parents to regard the school as open and approachable.

Risk assessments covering site security are carried out bi-annually. There have been some incidents of vandalism and unwanted intruders during the course of a year (usually out of school hours). There have also been some incidents of theft in the past.

There is no complacency regarding security issues affecting children and staff at the school. Staff are vigilant at all times, promoting the protection of property and personal safety.

PHYSICAL MEASURES

There is a barrier in place at the vehicular entrance to the car park which staff members have a bypass code to open. Only staff and visitors are permitted to park on site. Parents will only be allowed to access the car park in the event that they are collecting their child due to illness. Visitors will need to press the relevant button and the barrier will be released to allow access. Each site has CCTV monitoring the barrier.

The pedestrian gates are used extensively by parents of pupils, parents dropping or collecting children from school. These gates are unlocked. In addition there are two sets of double gates which give access to the "secure" part of the school site. One set of gates (adjacent to Henry Tyndale Early Years and the other is sited at the front of school, near the main entrance) The gates are used to give parents and children gain access to the classrooms at the beginning and end of the school day) they are unlocked at 8.50am and 3.15pm and locked at 9.10am and 3.30pm.

To obtain entry to the school building, visitors must use the buzzer system at the main front door.

Keypads are fitted to the entrances to the two main buildings from the covered walkway. These are brought into use at the end of the school day.

The gate to the pond area is kept locked with padlock.

Teachers ensure that laptops and tablets are locked away at the end of the school day. Staff shut all windows when they leave a classroom, or any other room e.g. the library suite, at the end of the day.

The premises staff shut all remaining windows at the end of the school day.

All classrooms have a lockable cupboard.

SITE SECURITY (Evenings, weekends, holidays)

Evenings during term time:

- the school will be locked and the alarm set by 6.30pm or when the last member of staff leaves, whichever is the later
- after 3.30pm external doors and areas of the school which are not being used will be locked
- gates to the playground will be locked 15 minutes after the end of school
- children leaving school after extra curricular clubs will be handed over to their parents in accordance with the school's procedures for "End of Day"
- both pedestrian and vehicular access points are secured at night.

At weekends the school will be locked and the alarm set.

Holidays:

- when not in use by members of staff the school will be locked and the alarm set
- there may be occasions when cleaners or contractors need further access; if this is the case, access will be kept to a minimum.

RESPONSIBILITY FOR LOCKING THE BUILDINGS AND SETTING ALARMS

The premises staff and/or key holders has the responsibility for ensuring that:

- when closed, the building is locked and the alarm set
- when open, access to the building is limited to the designated areas

Keys allowing access to the school are held by the premises staff, the Headteacher and members of staff designated by the Headteacher. A set of keys is also held by Kestrel with whom the school has a contract to act as key holders. Kestrel will no longer be supporting Cherrywood from February 2026 – Theo Hayle (Senior Site Manager at Samuel Cody will be the emergency contact and key holder from February 2026.

When not locked by keys, the main entrances to the building are controlled by keypads, the combinations of which are known only by staff, governors and Kestrel and Theo Hayle.

VISITORS

- visitors are directed by signage, to enter the building by the main entrance which is monitored by CCTV and controlled by a locking system operated from the school office
- all visitors are instructed to report to the Reception Office with clearly visible signs indicating the route
- at Reception, the attention of visitors is brought to our Health and Safety Notice. Visitors are then signed in and issued with a lanyard and badge which they must wear (unless the visitor has an appropriate personalised badge)
- visitors who are not known to the school will be escorted during their visits
- at the end of the visit, the visitor reports back to Reception, hands in their lanyard and is signed out.

INTRUDERS

Any person on site who is:

- a) not immediately recognisable, or
- b) not wearing a visitor's badge

should be politely challenged by a member of staff and escorted to Reception to log in and collect a visitor's badge. Alternatively the Headteacher / Deputy Headteacher / Office Staff should be informed.

In the event of an uncooperative response from a potential intruder, or if the intruder appears to be trespassing, or is abusive or aggressive, the member of staff should immediately inform the Headteacher / Deputy Headteacher / Office Staff who will, if appropriate, inform the police.

THEFT

The school actively encourages personal security and awareness and any incident of theft is investigated. All staff have access to a lockable cupboard or locker in which they can store personal belongings. Children are told not to bring items of value into school. If they do, they will be retained until the parents collect them.

Cherrywood is now a cashless school but in the event that cash is collected for an event or themed day the proceeds will be banked within 2 weeks. Large sums of money are never left on the school premises.

SERIOUS INCIDENT ACTIONS

In the event of any serious incident, the welfare and safety of the children will take precedence over any other action required to address the situation. If required, statutory bodies such as the Police or Children's Services Department will be informed and involved.

A detailed report will be prepared by a nominated individual who has best knowledge of the incident for presentation to the Governing Body which will decide which actions should be taken, as appropriate.

Once a term, at a Governing Body meeting, Security will be included in the Headteacher's report. Regular and appropriate communications to parents will be made.

Emergency contact lists for parents and staff are reviewed regularly, on a rolling programme.

ITEMS CONTRIBUTING TO MAINTAINING SECURITY IN THE SCHOOL

- Clear signage to Reception
- Signing in book for visitors
- Badges for visitors
- Security lighting
- Car park barrier
- Key pads for main points of entry to the building
- Only children from Years 5 & 6 are allowed to walk home at the end of the school day. All other children only leave the building when met by parent or other designated person
- Intruder alarm
- Regular check on and maintenance of fences

This policy was adopted on: 2nd February 2026
Next review date: Jan 2028, thereafter every two years.

Signed by:

Betty Read
(on behalf of the Governing Body)