The Rutland Learning Trust

Providing outstanding education for all pupils – today and tomorrow!

World-class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.

By:
Working Together
Sustaining Excellence
Transforming Lives

Security and Access Policy 2026

WHY IS THIS POLICY REQUIRED?
Good practice (SB policy)

WHAT CHANGES HAVE BEEN MADE?
None

WHAT IS THE IMPACT OF THIS POLICY?
Clear procedure in security, access and managing these risks.

DATE: Term 5 2026

REVIEW DATE: Term 5 2027

SCHOOL TEMPLATE – CHECK WHOLE POLICY AND UPDATE YELLOW SECTIONS

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Acronym Glossary

1. DfE Department for Education
2. LA Local Authority
3. DPO Data Protection Officer
4. SLT Senior Leadership Team
5. COSHH Control of substances hazardous to health
6. PSHE Personal, social, health and economic education

Statement of intent

The Rutland Learning Trust and all of our schools recognise our 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, pupils, parents and visitors.

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 volunteers, so they can recognise and understand the need to be more vigilant about their own safety and security.

Legal framework

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

- Section 547 of the Education Act 1996
- Section 40 of the Local Government (Miscellaneous Provisions) Act 1982
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

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

- DfE 'Controlling access to school premises'
- DfE ‘School and college security’
- DfE ‘Site security guidance’
- DfE ‘Good estate management for schools’

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

- Premises Management Policy
- Health and Safety Policy
- Lockdown Policy
- Complaints Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy
- Cyber-security Policy
- Lettings Policy

Roles and responsibilities

The security within the working environment is the responsibility of everyone on site. The site will only be as secure as the people who use it.

The RLT central team will be responsible for:

The main role of the RLT is to maintain an overall policy for security and access within its schools and to support and monitor its implementation.

The governing 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.

The headteacher will be responsible for:

- Appointing one or more competent persons to lead on school security – the school's competent person is the site manager.
- 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.
- Promoting the safety and wellbeing of pupils and staff.

The school's security lead is responsible for:

- Coordinating and overseeing the school's protective security measures.
- Developing, maintaining, and updating policies and procedures that promote an effective security culture.

- Determining how staff should respond to varying security incidents.
- Ensuring that all staff members are aware of their roles and responsibilities in relation to protective security.
- Liaising with external agencies.
- Managing and delegating responses to a security incident within the school.

Security leads generally become incident leads once a security incident occurs.

Incident leads are responsible for:

- Leading the initial response to a security incident within the school.
- Making fast, clear, and safe decisions.
- Responding appropriately to any safety concerns.
- Leading the post-incident aftercare,

All staff members are responsible for:

- 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 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 or suspicious activity to the headteacher or security lead.
- Reporting major security concerns directly to the police or emergency services, where appropriate.
- Carrying their school ID with them at all times.
- Keeping their own property brought onto the school site secure.
- Participating in training and awareness programmes related to protective security.
- Being familiar with incident response plans and supporting the security lead in implementing and maintaining protective security.
- Providing additional support for staff and pupils with additional needs, i.e. those with SEND.

As the competent person, the site manager is 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.
- Carrying out security checks on a daily basis and maintaining a record of these checks.
- Raising any security concerns with the headteacher immediately.
- Ensuring a Business Continuity Plan is in place.
- Considering 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.

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.

Embedding a culture of security

The school will follow the established guidance in its pre-existing policies and procedures when maintaining its security arrangements and emergency responses.

Responding to unusual activity

The school will follow the principles of the **See, Check and Notify (SCaN)** aims to maximise safety in its setting as much as possible by using their own available resources.

- See – the school will be vigilant of suspicious activity.
- Check – an appropriate member of staff will approach a suspicious person using 'the power of hello' to deter them from potential criminal activity and to alert them that they've been noticed.
- Notify – if a person or vehicle is on site and the school suspects them of criminal activity, an appropriate member of staff will call the police.

Responding to unattended or suspicious items

The school will follow the **HOT protocol** (Hidden, Obviously suspicious, Typical) to help determine whether an item identified in the setting is suspicious and poses an immediate threat.

- Hidden – The school will consider whether the item has been deliberately hidden from view.
- Obviously suspicious – The school will consider whether the item contains wires, circuit boards, batteries, tape, liquids, or putty-like substances.
- Typical of what you could expect to find in this location – The school will consider if the unattended item could simply be tools, cables, or other devices belonging to maintenance workers.

The 4 Cs protocol

If the suspicious item is considered a threat, the school will take immediate action to move staff and pupils away from the item and contact the police.

The school will follow the **4 Cs protocol** (Confirms, Clear, Control, Communicate) when responding to an item once it's been decided as suspicious. The 4 Cs consist of the following steps:

- Confirm whether the item has suspicious characteristics
- Clear the immediate area
- Control access to the unsafe area
- Communicate to your security lead why you consider the item to be suspicious

RUN HIDE TELL

If the school is faced with a terrorist incident, it will understand and follow the RUN HIDE TELL principles to make informed and dynamic decisions to ensure the safety of all staff and pupils.

The school should also ensure that its RUN TELL HIDE principles are appropriately adjusted for those with SEND or any other additional needs.

The RUN HIDE TELL principles consist of the following steps:

RUN

- Locate the threat using sight and hearing, if possible.
- Run away from the danger and somewhere to safety if there's a safe route to take.
- Insist that others accompany you without letting their possible hesitation slow you down.
- Avoid wasting time gathering belongings or filming videos/taking pictures of the incident.

HIDE

- Hide if you're unable to run.
- If possible, lock and barricade yourself in a room with solid walls and keep away from the door.
- Find a hiding place which can withstand threats and is out of sight of the attacker.
- Remain quiet and still, ensure that any mobile device is turned off.
- Stay hidden until you are rescued by emergency responders.

TELL

- Ring 999 when it is safe to do so.
- Listen carefully to the operator and give as much information as possible.
- Prevent other people going towards the danger if possible.
- Alert other staff in the building, if possible.

Compiling emergency grab bags

The school will compile emergency grab bags for use during responses to a emergency incident. Grab bags contain a selection of items which can be useful in an emergency. These items can include the following:

- Communications equipment, either digital or physical, to help staff and parents communicate with each other during an incident.
- Useful documentation, such as contact details for emergency services, medication lists, bomb threat checklists, and lockdown, invacuation and evacuation templates.
- Pens and paper to help in the use of communications equipment and useful documentation.
- Public Access Trauma first aid kits (PAcT), which support the treatment of anyone suffering immediate life-threatening injuries.
- Keys
- Inhalers.
- Site maps

The school will also consider the number of grab bags it will compile, varying items for pupils with specific needs, and the most strategic locations where they will be placed around the setting.

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.

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 procedure, 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 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.

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

Between the times of **9:05am** and **3:25pm**, the office manager 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. The car park will be well lit with good natural surveillance.

If the staff car park requires unlocking, staff will request that the site manager opens it – the site manager will lock the car park upon the individual's departure.

School security alarms are tested on a **monthly** basis by the premises officer. The key holder or premises officer 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 office 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.

Staff based in school are the only staff to know the combination of the front door lock.

Key holders are the only staff to know the alarm code to enter the school.

When temporarily leaving the school premises during the day, staff and children are to sign the 'off site' register on exit and return.

Staff are on site to supervise the children from 8.50am.
At the end of the school day all staff are to ensure that the children have been collected. If a child has not been collected at the end of the school day then they are to be taken to the school office. If after 15 minutes the child has still not been collected, then the school is to contact the parent/carer.

All children at the end of any extra curricular activity are to be collected from the main entrance by the parent/carer.

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.

Equipment and belongings

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.

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.

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

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 classrooms, where it will be kept for **six months** before disposal.

School events

During school events or lettings, 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 carry out 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 carried out.

There will be a minimum of **2** staff members on site during school events.

Lone Working

If a staff member is working alone on the school premises then they must inform another member of staff when entering and exiting the school premises.

Staff are to make sure that all external doors are locked when they are working alone on the school premises.

Where possible staff will try to work on the school premises when other members of staff are present.

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.

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.

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.

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.

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.

Emergency procedures

The school will plan for a number of different incident response options in order for staff to implement the most appropriate emergency response when an incident occurs. The school's options are as follows:

- Lockdown, which follows the same principles as those laid out in the RUN HIDE TELL guidelines.
- Invacuation, which consists of moving people inside a building to somewhere else within the same building of relative safety.
- Evacuation, which consists of moving people outside the building and away from a threat within the building.

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 security lead, 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 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 carried out, 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.

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.

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.

The school will tailor its emergency and security plans to meet the needs of the pupils in order to help them understand those plans in the most engaging, positive and reassuring ways possible.

The school will consider implementing a range of engagement activities, some of which may be more appropriate for varying levels of pupils' ages than others. These activities will include the following:

- Discussions of basic security messages and incident response plans, which can form part of wider PHSE lesson topics on personal safety and risk management.
- Encouraging older pupils to look out for suspicious items using the HOT protocol.
- Encouraging younger pupils to tell their teacher if they see someone or something strange.
- Undergo age-appropriate emergency and security drills which help to familiarise staff and pupils with the school's emergency plans.

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.

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.

Post-incident procedures

Post-incident welfare

The school will take the emotional and mental impact on staff and pupils into account following an emergency incident by introducing a monitoring strategy for those affected. Staff and pupils can become impacted by a security incident in several ways, including experiencing lasting physical, emotional, or psychological effects.

The school will continue to offer affected staff and pupils the opportunity to access psychological support and counselling.

Post-incident evaluation

The school will also implement post-incident reviews as part of its wider security measures. The reviews should include the judgements of all designated safeguarding and security-related individuals to determine the effectiveness of any emergency plans and procedures which were put into action during an incident. The reviews should also determine the effectiveness of ongoing support for any affected pupils or staff.

Monitoring and review

This policy will be reviewed on an annual basis by the governing board, site manager and headteacher.

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