



SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

Our Vision:

To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.

SCHOOL SECURITY POLICY

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Statement of intent

Shirley High School recognises its duty, under the Health and Safety at Work 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.

The aim of this policy is to inform staff, pupils 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 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
- 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'



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- DfE (2024) 'School and college security'
- DfE (2024) 'Site security guidance'
- DfE (2025) 'Good estate management for schools'
- 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
- Lockdown and Evacuation Procedures
- Lettings Policy
- Premises Management Documents
- Records Management Policy
- Surveillance and CCTV Policy

2. Roles and responsibilities

The governing board will be responsible for:

- Explaining who is accountable for the school estate at a board and school level.
- 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 Principal.
- Ensuring that the school's security is accounted for when considering requests to hire the premises.
- Ensuring the school has plans in place for 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 Principal will be responsible for:

- Employing their contractual duty to promote the safety and wellbeing of learners and staff.
- Ensuring that all staff know who the Security Lead is.
- Ensuring that all staff members are aware of the procedures set out within this policy.
- Ensuring that staff are appropriately trained on security protocols, including how to manage emergencies.
- Informing pupils, visitors and contractors of the school's security procedures.
- Ensuring that security is taken into account when considering any proposed changes to the school premises.
- Reporting any crimes to the police.
- Reporting security incidents to the police or emergency services where appropriate.
- 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.



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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.
- Ensuring staff are aware of their roles and responsibilities in relation to protective security and preparedness.
- Liaising with external agencies, such as police and emergency services, to ensure effective communication and collaboration.
- Ensuring that policies, plans and procedures are inclusive and accessible for learners and staff with SEND.
- Ensuring that all school users are aware of the safety protocols recommended by the government, i.e. [SCaN; HOT; RUN HIDE TELL](#)

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 Principal of any unauthorised person.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- 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 Security Lead.
- 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.
- Being familiar with incident response plans, such as lockdown 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 Facilities 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.
- Raising any security concerns with the Principal 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.



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- Seeking professional advice on security issues where necessary.

Pupils will be responsible for:

- Reporting any activity that they believe to be suspicious or concerning to a member of staff immediately – this can be done anonymously, if preferred.
- Taking responsibility for their own security.

3. Working with other agencies

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 any related security plans.

The Facilities 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 Security Industry Authority 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 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.

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

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.

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.

During term time the site manager will ensure the school gates are closed at 8:30am.

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 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. Classrooms will be locked when they are not in use.



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

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

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.

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.
- Shelter – 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.

A. 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.



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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.

B. 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**

C. 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.



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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.

D. 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.

E. 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 Principal 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.

F. Grab kit

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

The security lead will ensure that a grab kit is prepared in advance and in a 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.

G. 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.

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.



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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

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.

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

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.

H. 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.

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

I. 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 are issued with an ID badge which must be worn at all times.

Upon arrival at the school, visitors will be directed to the Reception 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 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 Receptionist 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.



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J. 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 Reception, 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 Principal 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 Principal.

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.

K. 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 Principal and Facilities Manager will consider additional security mechanisms, consulting the police where appropriate, to ensure the school community is kept safe.

The Principal 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.

L. Reporting security concerns

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

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 Facilities Manager.

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



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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.

M. Emergency procedures

The school will establish formal procedures to responding to emergencies linked to the security of the school estate.

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 Business Continuity Plan will be followed.

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

The Principal 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 Principal will contact the police for advice and follow the procedures laid out in the Business Continuity Plan.

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.

N. 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 Facilities 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.

O. 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.

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

P. Monitoring and review

This policy will be reviewed on an annual basis by the governing board and Principal.



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We want all at SHS to believe in and maintain the values of our school:

