

Copthorne C.E. Junior School

Site Security Policy

**Approved March 2025
To be reviewed March 2028**

Site Security

At Copthorne School we take the issue of site security seriously, to ensure the safety and well being of all our children and staff. Governors, SLT, Business Manager and our Premises Officer review our physical measures and current procedures in school to monitor the safety of children and staff at our school.

The Premises Officer is responsible for the physical security of the buildings, for unlocking at the start of the day, switching off security alarms and for carrying out regular checks of the site (both during term-time and holidays, if open). If unwell or not in school, a nominated member of SLT will unlock the school. The responsibility for locking the building at the end of the day is part of our Acorn Cleaning contract during term time. The premises officer or nominated SLT will lock up the site during holiday periods and INSET days as necessary.

If the fire alarm or intruder alarm is activated, then there are out-of-hour key holder information held by Southern Alarms (Impulse Engineering). Atlas is used if the alarm is activated out of hours.

Perimeter Fence & Car Park

We have a six foot perimeter fence all around our school plot, with the exception of the front of the school outside the offices. This is higher around the area of the playground. There is a gate in the perimeter fence leading to the staff car park entrance, which is locked at 8.40 am every day. The gate is fitted with an electronic security entry system. The fence is regularly checked by the Premises Officer, who reports any damage to the Headteacher or Business Manager. This is then promptly repaired or made secure. Gates located around the perimeter fence are locked securely until 4.30pm. If access is needed whilst pupils are on site, the member of staff will ensure that the gate is secured following entrance/exit.

Access to School and Procedures

The children enter school through an attractive metal gate at the front of the school and then walk through the Victorian lobby onto the playground. This gate and the lobby door are unlocked by the Premises Officer every morning and locked at 9.00am. This gate is then unlocked at 3.10pm every afternoon to allow the children to leave school at 3.15pm and secured once children have left.

The main school entrance is through the front door. Parents and visitors use this entrance. The main door will have a video entry system, which will be off during the main drop off and pick up times. Within the main door there is a locked security door system where staff can let themselves into school by the security access keypad with a security card or code. Each adult has a unique code. Visitors to our school and parents speak to a member of the office team via the video entry system (during the school day) or through a window in the lobby (at the start and end of day). Once their eligibility to come into the school has been

confirmed and identification checked, visitors sign in the visitor book and receive a badge to wear whilst in school. They sign out when leaving school.

Children who are late must also enter through the front door and sign themselves into school at the office. There is a procedure in place to ensure that children leaving school during the school day are handed over safely to an authorised adult via the locked door.

After School Clubs run most days after school at Copthorne CE Junior School. A register is taken at the start of the club, and any absent children reported to the office who call parents. Children leave through the front door, supervised by the club leader.

Access from external areas of the school for staff or approved visitors

All external doors and fire doors are fitted with an entry system. Staff and approved visitors can enter the school by the security access keypad with a security card or code. The doors to the playground will be deactivated during break and lunch times.

CCTV

There are four CCTV cameras covering the main entrance, car park and the pavement area in front of the school. We do not have CCTV inside the school. There is a separate policy and DPIA in place.

Privacy film

The windows of the hall and offices across the front of the school have privacy film on them. This stops people seeing into the school for security and safeguarding reasons.