

Christ the King Catholic Primary School

Site Security Policy

Date of Policy:	September 2026
Date of Review:	September 2029
Responsible for Policy:	Local Governing Body
Policy Approved:	September 2026

Policy Rationale

This policy sets out the arrangements to maintain a safe and secure environment for pupils, staff, visitors and the wider community. The policy is informed by DfE School and College Security Guidance and operates alongside the school safeguarding arrangements.

Aims

To protect pupils, staff and visitors; control access to the site; support safeguarding; manage security risks; and ensure effective responses to incidents.

Roles and Responsibilities

The Headteacher has overall responsibility. The Site Services Officer is the competent person for day-to-day site security, alarms, gates, inspections and reporting. All staff must challenge unidentified adults, report concerns and follow visitor procedures.

Site Services Officer Residence

The Site Service Officer (SSO) occupies the school-owned residential property located on the Scots Lane Site school site. The property is separate from school buildings. A shared driveway is used for access to the residence. The Site Services Officer has direct gated access from the private garden to the school field for operational and emergency site duties.

DBS and Safeguarding Requirements

Additional adults who reside in the SSO house complete an enhanced DBS check. Residence on site does not permit unsupervised access to pupils. School safeguarding, visitor and professional boundary expectations apply at all times. Any safeguarding concerns must be reported immediately to the DSL in line with KCSIE 2026.

Access Control

All visitors must report to reception, sign in, wear identification and be authorised before entering school areas. External gates, doors, fobs and keys are managed through authorised systems.

Shared Driveway Arrangements

The shared driveway provides legitimate access to the residential property. Users of the driveway must not enter school buildings or pupil areas unless authorised. Deliveries to the residence should be separate from school operations where possible.

Use of Garden Gate Access

The garden gate provides operational access between the residence and the school field. The gate will remain secured when not in use. Access is primarily for site management purposes, emergency response, maintenance and security checks.

CCTV, Lighting and Alarms

The school maintains appropriate alarm systems, external lighting and CCTV where installed. Security systems will be inspected, maintained and monitored regularly.

Out of Hours Security

The Site Services Officer supports emergency responses, contractor access, alarm activations and site security inspections outside normal operating hours.

Incident Reporting

Security incidents, trespass, vandalism, theft, suspicious activity or safeguarding concerns will be recorded and reported to senior leaders. Police will be contacted where appropriate.

Lockdown and Emergency Procedures

The school maintains lockdown, invacuation and evacuation procedures. Staff receive periodic training and drills.

Monitoring and Review

This policy will be reviewed annually or following a significant security incident.

Review History

Issue 01	Policy approved by Governors	September 2026
Issue 02	Reviewed	September 2029
Issue 03		

