



Security Policy – PUBLIC VERSION

SOUTH NORMANTON NURSERY SCHOOL

Fire, lockdown and terrorist attack procedures can be found in Appendix 1 and Appendix 3 of the staff and Governor's version of this policy and excluded from the public version for safety purposes.

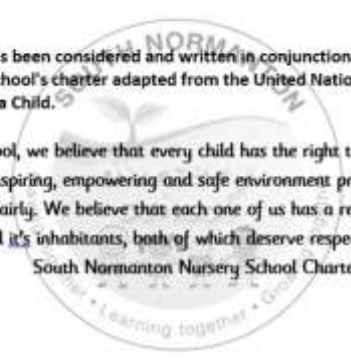
Adopted at the meeting of the Full Governing Body on **5th May, 2026**

Minute Number **75/26**

Chair of Governors

Record of Policy Amendment / History

Version/ Issue	Date	Author	Reason for Change
2	28.04.16	SA	
3	20.04.17	SA	RRS SNNS charter added Amendments in yellow – minor additions and liaison with police and local heads and reporting issues added,
4	18.01.18	SA	New security measures added, lockdown and fire procedures updated – public and staff version of this policy created, monitoring statement added.
5	26.06.18	SA	Reviewed in line with GDPR statements added
6	04.05.23	PH	Reviewed due to changes within security
7	14.04.26	PH	Reviewed due to changes within security. Changes in yellow



This policy has been considered and written in conjunction with our Rights Respecting School's charter adapted from the United Nations Convention on the Rights of a Child.

'In our school, we believe that every child has the right to play, learn and grow in an inspiring, empowering and safe environment protected from harm and treated fairly. We believe that each one of us has a responsibility for the world and its inhabitants, both of which deserve respect and nurture.'

South Normanton Nursery School Charter

This policy is written with an emphasis on a child's right to be kept safe and the responsibility that lies with the adults of the school community to adhere to this policy in order to fulfil this.

Procedures for Security

The caretaker will unlock the building upon arrival to school and complete a playground and premises security check to ensure the grounds are safe at the beginning of the week and on a daily basis within daily work. Any faults or concerns will be logged in the hazard reporting system and reported to the Headteacher.

All staff will enter the school by the front door and sign in with the date and time of arrival on site.

All staff will have their ID present with them at school which shows photo ID.

Any visitors arriving in school will be asked to sign in the signing in book and will be asked for photo ID and DBS's if they are to be working with children or likely to be unsupervised when working with children. All visitors will be issued with a school visitor ID badge once they have signed in.

It is very clear on making arrangements to visit, entering our school and viewing our website that safeguarding is of the highest priority and this is made very clear to all visitors. Requesting and checking ID is something that we do for all visitors regardless of their role or purpose of visit. In situations where the visitor does not have ID, this will be requested further and where not available and the visit needs to go ahead, advice will be sought from the local safeguarding board and followed. Regular visitors are reminded of safeguarding and safer working practices when updated.

Parent helpers in school will work under the direct supervision of the nursery teacher or early years educators unless they have full DBS clearance and will have signed a parent helper/volunteer agreement and received, understood and signed the booklets/documents outlining safeguarding and safer working matters. The importance of induction is made clear to new staff and visitors on initial visit in the safeguarding of our children and staff.

Governors visiting in school will remain with the Headteacher or nursery teacher unless they have full DBS clearance.

All visitors are required to sign out when leaving the school site and must return their visitors badge to the office.

If a visitor is likely to be unsupervised with children they must be able to provide their DBS, if they are unable to present this they will be asked to leave the premises.

Doors have high up locks on them to ensure that safety of the children, with notices to remind all staff/parents/visitors to lock it after them.

Any specific issues regarding this matter will be brought to the attention of the relevant authorities.

Lockdown (this statement is also included in Health and Safety Policy)

Here at South Normanton Nursery School, lockdown procedures are seen as a sensible response to any external or internal incident which could prove a threat to the safety of the children and staff at our school.

- Lockdown procedures aim to ensure that staff and children are secure and in a safe location relevant to the threat that has activated the procedure and that they should remain in this location until the threat has been dealt with.
- Lockdown procedures aim to keep disruption to a minimum so learning and activities can carry on to everyone as calm as possible to try to reduce any anxiety caused by the activation of this procedure.
- Lockdown procedures are in place and form part of the Critical Incident Management Plan.
- A statement is shared with parents but the actual procedures are **not** to ensure safety.
- Fire notices and lockdown procedures are located throughout the building
- Lockdown procedures are excluded from the public version of this document but can be found in Appendix 1 of **the** staff and Governors version.
- A 'Lockdown statement for parents/carers' can be found in Appendix 2 of both versions of this policy
- Please note: lockdown procedures do not replace the guidance for actions in the event of a terrorist attack – see Appendix 3

Morning Procedures

Practitioners who are covering the breakfast session, will be in the Nursery by 7:15am. Doors open at 7:30am for the breakfast session.

All practitioners are in the Nursery by 8:30am when the doors are open for parents/ carers to bring children into school. Children enter through either the main or rear door, dependent on the group they are in. Parents pass their child over to the adult on the door, with them remaining outside of the nursery.

Flexible dropping off and collection times are available for collection or dropping off at other schools or work commitments on prior arrangement with the Headteacher. Notices are on the car park gate and paths to show where pedestrians are to walk and to ensure that the gate is closed behind them to ensure the safety of the children. Signs also state that the car park is for staff only.

The car park can be used by parents with a specific need, by prior arrangement with the Headteacher.

Playground Security

The caretaker completes a weekly sweep of the playground to ensure the grounds are safe and secure and to check the boundaries, tarmac and grass areas and staff are responsible for checking areas as they set out and work with the children. Any hazards are to be reported in the hazard reporting system book in the workroom.

An electronic keypad operates the main door into nursery. This controls people entering the main nursery lobby area. The main entrance door is only to be left open when children are entering or leaving at the beginning of the day and when it is time for them to go home. The secondary main entrance door **should not be left open at any time.**

A push button electronic device is fitted to the secondary main entrance which is high up from children's reach. One is also situated at the rear entrance door. All other outside doors have a high up lock/thumb lock. A security fence is in place around the nursery building and outdoor area. As a result the whole site behind school doors and outdoor play area is totally secure when locked.

Any child with SEND has their own personal emergency egress plan in place, if needed, to support them if an evacuation is required.

Please see fire procedures attached relating to evacuation procedures.

Collection

At the end of the day all children should be collected from their group door, unless other arrangements have been made by the parent/carer/provider. All children will be supervised returning to their parent/carer/provider for the handover at the end of the day. Collection books with names and numbers of people authorised to collect a child are kept with the SLT member on the door.

If a parent is unable to collect their child, they should inform the office who will be collecting the child. It is the responsibility of the parent to inform the school who will be collecting their child whether it will be a family member, friend, carer or other provider.

Safeguarding and safety in the curriculum

Children are taught about and given opportunity to discuss aspects of safety in school and also out in the community. Our safeguarding overview shows the themes covered and other aspects are covered as they arise. These themes are covered regularly throughout the year and are shared with parents when doing so as to support learning at home. Staying safe is a recurring theme within nursery.

The Headteacher is in liaison with the junior school next door and local heads to discuss matters of security and also works with the local police staff to ensure the safeguarding of our school sites and school community.

Data Protection

The security and protection of data is very important to us and we endeavour to ensure that we are compliant with GDPR. A school information audit has been undertaken leading up to May 2018 to assess how secure our data is amongst many other things. Practice will be analysed regularly and amendments made as a result.

Retention of records, information sharing and storage of data belonging to our children with SEND follow processes and guidelines as set out in related law and guidance and school and county policies and procedures linked to GDPR and data protection and in collaboration with our Data Protection Officer (DPO).

Monitoring and reviewing security

Termly visits take place by the Health and Safety Governor and the Headteacher. The health and safety audit and action plan are reviewed every 2 years, or earlier if needed.

This policy should be read in conjunction with the following policies and procedures:

- *First Aid Policy*
- *Health and Safety Policy*
- *Child Protection and Safeguarding Policy*
- *Risk Assessment Policy*

Appendix 1

South Normanton Nursery School - Fire Evacuation Procedure



On hearing the alarm, adults must quickly gather and direct children out of the safest and nearest exit onto the nearest designated fire assembly point. Check registers to determine safety of all children and adults.

Adults with specific roles linked to the area that they are in, carry out their responsibility in line with this fire procedure.

Teacher/Early Educators	<u>Main Nursery</u> Teacher in main nursery to quickly collect the emergency inhaler, first aid pack from the kitchen and check big room, sunshine room, sensory room and toilets. Quickly exit with all children to nearest safe, designated assembly point <u>Rainbow Room</u> Staff to quickly exit with all children to nearest safe, designated assembly point <u>Outdoors</u> Quickly gather all children, check area and go to the top safety surface designated assembly point <u>Forest Schools</u> On hearing the alarm/whistle, use the walkie talkie to communicate and meet at designated top safety surface assembly point
Headteacher	Raise alarm and quickly collect Heads walkie talkie, check: lightening room, elephant room and exit with all children to the nearest safe designated assembly point
SBM	Collect SBM walkie talkie, visitors books, staff sign in book and personal mobile phone (to access RM and to communicate with staff) exit to nearest safe designated assembly point. Communicate with the teacher through walkie talkie / phone if at different designated assembly point.
Other adult	Support staff in leading children to designated assembly point

At the assembly points; staff will take a head count and inform the SBM that all children are present / missing; the SBM will check that all staff and visitors are accounted for

CHILDREN WITH PEEPs MUST BE SUPPORTED AS IN PLAN

DO NOT GATHER BELONGINGS.

DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY FIRE OFFICERS

Designated assembly points

Safety surface situated at the top of the outdoor area.

Staff car park

Appendix 2

Lockdown Statement for Parents/Carers

The purpose of this statement is to make parents/carers aware that our school has a lockdown plan and that it will be regularly and sensitively tested, and whilst we will never share our full plan which features in our Critical Incident Management Plan with parents, we want to reassure you that as far as is routinely possible, all eventualities have been considered and a plan is in place in case it is needed.

Our lockdown procedures aim to ensure that staff and children are secure and in a safe location relevant to the threat that has activated the procedure, and that they remain in this location until the threat has been dealt with.

The procedures aim to keep disruption to a minimum so learning or activities can carry on with the minimum of disruption thus aiming to keep everyone as calm as possible.

It is difficult to summarise when lockdown procedures need to be activated but in some cases, it may be a notification from an external agency such as the emergency services or the county council's emergency planning department that instigates the procedure. In other cases, it may be a judgement call from the most senior person on site reacting to information received from staff/visitors relating to a developing situation and in some cases, it may be a planned response to a particular known circumstance.

In the event of a lockdown, parents will be contacted as soon as it is practicable by text messaging or email. The immediate safety of our children and adults is a priority.

It is understood that parents will be concerned, but we will ensure to the best of our ability that regular communication of accurate information will help to alleviate undue anxiety.

Parents will be given enough information about what will happen so that they:

- Are reassured that our school understands their concern for their child's welfare, and that we are doing everything possible to ensure their safety;
- **Do not need to contact the school.** Calling the site could tie up telephone lines that are required for contacting emergency support providers;
- **Do not come to the school.** This could interfere with emergency support provider's access to the site and may even put themselves and others in danger;
- Wait for the site to contact them about when it is safe to collect their children, and where this will be from;
- Are aware of what will happen if the lockdown continues beyond normal hours.

Again, please be assured that in the case of a lockdown, we understand parent's concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done.

Appendix 3

Acts of terrorism

The response during a terrorist attack and or threat to life in school buildings remains 'Run, Hide, Tell and our lockdown procedures can be linked into this, particularly when thinking how to stay safe in such circumstances.

The current threat level can be found at the following website:

<https://www.mi5.gov.uk/threats-and-advice/terrorism-threat-levels>

Staff are reminded to be

- alert but not alarmed
- vigilant and report suspicious behaviour
- plan ahead what to do to stay safe.

The Stay Safe principles are: Run, Hide and Tell

If there is a safe route, run, if not hide. Insist others go with you. Don't let them slow you down. Leave your belongings behind.	If you can't run, hide. Find cover from gunfire. Be aware of your exits. Try not to get trapped. Lock yourself in a room if you can. Move away from the door. Be very quiet, turn off your phone. Barricade yourself in.	Call 999 - What do the police need to know? Dial 999 when you are safe. Give your location. Give the direction the attacker is moving in. Describe the attacker, especially things that cannot be changed such as tattoos, facial hair, ethnicity etc. Give any further information. Can you safely stop others from entering the area?
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