

Oakfield Short Stay School Security Policy

Policy status: Draft for review

Audience: Parents, carers, pupils, staff, visitors and contractors

Review cycle: 6 monthly, or sooner following a significant incident, Learning from drills, site change or updated national guidance

Contents

Section	Title
1	Purpose
2	Martyn's Law / Terrorism Act 2025
3	Our Security Aims
4	Roles and Responsibilities
5	Everyday Site Security
6	Emergency Response Options
7	Emergency Roles and Communication
8	Supporting Pupils During Security Procedures
9	Training, Drills and Review
10	Communication With Parents and Carers
11	Expectations for Students, Parents/Carers and Staff
12	Confidentiality
13	Linked Policies and Guidance

1. Purpose

Oakfield Short Stay School is committed to keeping pupils, staff, parents, carers and visitors safe. This policy explains how we manage site security and how we prepare for serious incidents, including threats linked to terrorism, in a calm, proportionate and practical way.

2. Martyn's Law / Terrorism Act 2025

The Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law, is intended to improve protective security and preparedness across the UK. Education settings are expected to have clear, proportionate procedures so that people know what to do in the event of a terrorist attack or serious security incident.

Oakfield Short Stay School will follow relevant statutory guidance and Department for Education advice. Our approach is based on simple and practical steps: preventing unauthorised access, training staff, communicating clearly, and knowing when to evacuate, invacuate or lock down. This policy must be read alongside the Health and Safety Policy and Children's Risk Assessments.

3. Our Security Aims

- Provide a safe, welcoming and well-managed school site.
- Reduce the risk of harm from unauthorised access, intruders, violence, terrorism or major incidents.
- Make sure staff understand their roles in an emergency.
- Support pupils, including those with SEND, SEMH needs, anxiety, trauma or medical needs, through clear and sensitive planning.
- Communicate quickly and calmly with parents, carers and emergency services when needed.

4. Roles and Responsibilities.

School leaders are responsible for keeping this policy up to date, ensuring risk assessments are completed, arranging training and making sure emergency procedures are practised.

All staff must challenge unknown visitors appropriately, wear identification where required, follow signing-in procedures and know the school's evacuation, invacuation and lockdown arrangements.

Parents, carers and visitors must enter through the agreed reception point, sign in and out, wear a visitor badge where issued, follow staff instructions and avoid sharing access codes or allowing others to enter behind them.

5. Everyday Site Security

- External doors and gates will be managed to reduce unauthorised access.
- Visitors must report to reception and follow signing-in procedures.
- Staff will remain alert to unfamiliar people, unattended bags, unusual behaviour or security concerns.
- Security concerns must be reported immediately to a senior member of staff.
- Records of incidents, drills and concerns will be kept and reviewed every 6 months.
- A summary of the lockdown procedure will be displayed in secure areas visible to staff and pupils to increase familiarity of procedure
- Site leads/ Administration staff will ensure that repairs are reported in a timely manner to ensure security remains robust.

- All staff and site leads will ensure that emergency communication equipment is in good and working order and any damaged equipment is reported within 1 working day to allow timely replacement.
- Staff and students will be encouraged to familiarise themselves with the lockdown procedures displayed in various sections of each building.

6. Emergency Response Options

In a serious security incident, staff will follow the safest option based on the information available. This may include:

- **Evacuation:** moving people safely away from the building or site.
- **Invacuation:** bringing people inside or moving them to a safer internal area.
- **Lockdown:** securing rooms or areas to reduce risk from an external or internal threat.
- **Communication:** sharing clear instructions with staff, pupils, emergency services and, when safe to do so, parents and carers.

7. Emergency Roles and Communication

In any serious security incident, roles will be agreed quickly by the senior member of staff on site. Where possible, the following responsibilities will apply:

- **Site Lead:** The Headteacher, or the most senior member of staff on site **[add name]**, will lead the response, make key decisions and direct staff.
- **Parent/carers communication:** The named senior leader or office staff member **[add name/s]** will send updates through Arbor when it is safe and appropriate to do so.
- **Emergency services communication:** The Site Lead, or delegated senior member of staff **[add name]**, will contact and liaise with police, fire, ambulance or local authority emergency contacts.
- **Registers and pupil checks:** class teachers, tutors or allocated staff will complete registers and report any missing or additional pupils, staff or visitors to the Site Lead immediately.
- **Visitor and staff checks:** office staff **[add name]** or the designated administrator will check the signing-in system and share visitor and staff information with the Site Lead.
- **All clear communication:** This will be communicated by the site lead ONLY or in any other event nominated person by the site lead

8. Supporting Pupils During Security Procedures

Oakfield Short Stay School recognises that some pupils may find drills or emergency procedures difficult. Staff will use calm, age-appropriate language and will consider individual needs, including SEND, SEMH, medical needs, communication needs,

sensory needs, anxiety and trauma. Personal Emergency Evacuation Plans will be used where required.

9. Training, Drills and Review

- Staff will receive appropriate security and emergency response information.
- Procedures will be practised in a sensitive and proportionate way.
- Parents will be notified week of when drill is going to take place instead of actual dates. This is to ensure an effective response to each drill.
- Drills will be reviewed to identify what worked well and what needs improving.
- The policy will be reviewed after any significant incident, change to the site or update to national guidance.
- Drills will be completed every 6 months to ensure any new staff or students are part of the procedure and familiarise themselves with this.

10. Communication With Parents and Carers

During an emergency, the school's priority is to keep pupils and staff safe. Parents and carers will be contacted as soon as it is safe and appropriate. Parents should not come to the school site unless instructed, as this may create additional risk or block emergency access. Communication with parents will be managed via Arbor.

A letter to parents and carers is to be shared when a new child joins the school. This sets out clear expectations of how as a school we will respond and communicate with parents.

11. Expectations for Students, Parents/Carers and Staff

Students are expected to follow staff instructions during drills and emergencies, stay with their group, report worries or unsafe behaviour to a trusted adult, and not open external doors or gates for others.

Parents and carers are expected to use the agreed entrance, sign in, follow staff instructions, keep contact details up to date, avoid sharing access arrangements, and not come to the school during an emergency unless asked to do so.

Staff are expected to wear identification where required, challenge unknown visitors appropriately, report concerns immediately, support pupils calmly, follow evacuation, invacuation and lockdown procedures, and take part in training and drills.

12. Confidentiality

Some detailed security procedures, such as specific lockdown locations, access arrangements and internal response plans, will not be shared publicly. This helps protect pupils, staff and the wider school community.

13. Linked Policies and Guidance

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Lock down procedure
- Visitor and Contractor Procedures
- Behaviour Policy
- Department for Education and Home Office guidance on protective security and preparedness.