

Visitors, Contractors & Site Security Policy

To Include Early Years Foundation Stage (EYFS)

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Aim of policy:

The aim of this Visitors, Contractors and Site Security Policy is to ensure that **Park School** provides a safe, secure and welcoming environment in which pupils can learn, live and thrive and in which staff, visitors and contractors can carry out their activities without unreasonable risk. Effective security is a vital strand of safeguarding: it protects people, premises, information and the continuity of education while ensuring that the School remains proportionate, inclusive and accessible.

The School will maintain a security policy and supporting plans capable of preventing, managing and responding to security-related incidents. These arrangements will complement the Safeguarding and Child Protection Policy, particularly where measures are required to protect pupils from serious violence or threats originating from within or outside the School. The School's approach will be sensible, proportionate and informed by risk assessment rather than by unnecessary restriction.

Related Guidance and School Policies

This policy outlines the schools but is not exhaustive in its scope and should be used in conjunction with the following policies, statutory guidance and advice:

Policies:

- *Safeguarding and Child Protection Policy*
- *Early Years Framework*
- *Crisis Management Policy*
- *Lockdown Policy*
- *Low Level Concerns Policy*
- *Whistleblowing Policy*
- *Health & Safety Policy*
- *Safer Recruitment Policy*
- *Risk Assessment Policy*
- *Prevent (Extremism & Radicalisation) Policy*
- *Fire Safety & Evacuation Policy*

Statutory & Regulatory Guidance:

- Safeguarding Vulnerable Groups Act 2006
- The Education (Independent School Standards) Regulations 2014
- The Independent School Standards: Guidance for Independent Schools — April 2026
- Keeping Children Safe in Education 2026
- School and College Security — July 2026
- Health and Safety: Responsibilities and Duties for Schools — April 2022
- Early Years Foundation Stage (EYFS) Statutory Framework — effective September 2026
- The Prevent Duty
- *Terrorism (Protection of Premises) Act 2025.*
- *Department for Education, School and College Security, updated 3 July 2026.*
- *Department for Education, Protective Security and Preparedness for Education Settings, April 2025.*

- *Department for Education policy paper, How Martyn's Law Will Affect Education Settings, updated 10 October 2025.*

Scope

This policy applies to the entire **Park School** estate, including:

- Teaching and administrative buildings.
- EYFS provision and associated outdoor areas.
- Preparatory and Upper School facilities.
- Sports, recreational and outdoor learning facilities.
- Entrances, exits, gates, car parks, roads and site boundaries.
- Storage, maintenance and service areas.
- School events and activities taking place during or outside normal hours.

It applies to pupils, staff, governors, volunteers, parents, visitors, contractors, inspectors, external professionals, delivery personnel and any other person entering the School site.

The policy applies alongside the School's Safeguarding and Child Protection, Health and Safety, Risk Assessment, Fire Safety, Lockdown, Crisis Management, Missing Pupils, Lone Working, Surveillance, Prevent policies.

Security Principles

Park School's security arrangements rest upon prevention, preparedness, proportionate response and recovery. Physical measures such as access controls, locks, alarms, lighting and surveillance are important, but they are most effective when reinforced by well-informed staff, clear procedures, careful supervision and a culture in which unusual or concerning activity is noticed and reported.

Staff and, where appropriate, pupils will be encouraged to take reasonable personal responsibility for their own security and that of those around them. They will be familiar with the parts of the School's security policy and plans that relate to their roles. Senior leaders will remain aware of relevant security information and will consider the effect of new initiatives, changes to buildings, changes in site use and emerging threats upon day-to-day security.

Security Leadership and Responsibilities

Governing Body

The Governing Body will seek assurance that the School maintains an appropriate security policy, current risk assessments, effective emergency plans, trained staff and adequate resources.

Governors will monitor the implementation of security arrangements and consider reports relating to incidents, audits, exercises and significant areas of risk.

Headteacher

The Headteacher has overall responsibility for implementing this policy and ensuring that security is integrated with safeguarding, health and safety, behaviour, pastoral care and emergency planning. The Headteacher will ensure that the policy is communicated to staff and, where relevant, to pupils and parents, and that appropriate training is provided.

The Headteacher will also ensure that serious incidents are managed at leadership level, that decisions are recorded and that relevant information is reported to the Governing Body.

Designated Security Leads

The Business Manager is the competent lead for the day-to-day management of site security unless responsibility is formally delegated to another suitably competent person. This role sits alongside, and works closely with, the Designated Safeguarding Lead..

The Business Manager is responsible for maintaining the site security risk assessment, overseeing daily and planned checks, monitoring remedial actions, coordinating with the Site Team and liaising with the School's competent health and safety advisers. The Business Manager will ensure that faults, breaches and vulnerabilities are recorded, prioritised and resolved and that staff with security responsibilities receive suitable training. The Senior Leadership Team will provide operational oversight, support staff during incidents and ensure that supervision and access-control arrangements remain effective throughout the School day and during events.

Designated Safeguarding Lead

The Designated Safeguarding Lead will ensure that security arrangements are aligned with safeguarding procedures. Where an incident involves a child, an allegation, exploitation, stalking, harassment, extremism or another welfare concern, the matter will be managed through the School's safeguarding procedures as well as its security response.

Site Team

The Site Team will conduct routine checks of boundaries, gates, doors, locks, alarms, lighting and other security infrastructure. It will maintain accurate records, report defects promptly and supervise third-party engineers where necessary. Work areas, machinery, tools and hazardous or flammable materials must be secured to prevent unauthorised access.

All Staff

Every member of staff must remain vigilant, follow access-control and emergency procedures, challenge or report unfamiliar individuals appropriately and report damaged security measures, suspicious behaviour, unattended items or other concerns without delay.

Security Risk Assessment

The School will maintain a documented and regularly reviewed security risk assessment. This assessment will consider threats, vulnerabilities, people who may be affected, existing controls, the likelihood and potential consequences of harm and any further action required.

The assessment will address both routine and exceptional risks, including:

- Unauthorised access, trespass, theft, vandalism and arson.
- Violence, weapons, stalking, protest, loitering and malicious behaviour.
- Risks posed by former pupils, parents, visitors or other known individuals.
- Terrorism, bomb threats, suspicious packages and vehicle-related threats.
- Cybersecurity and unauthorised access to confidential information.
- The particular vulnerability of EYFS pupils.
- Large gatherings, public events and periods of increased site activity.
- Deliveries, contractors and vehicle movement.
- The needs of disabled pupils, staff and visitors.
- Risks created by an open or partially unfenced site.

The risk assessment will be reviewed at least annually and whenever there is a significant incident, near miss, change to the premises, change in use, newly identified threat or material alteration to safeguarding or operational arrangements. Actions will be assigned to named individuals, given completion dates and monitored until formally closed.

Potential threats including arson, theft, vandalism, trespass, protest, loitering, drug-related activity, weapons, explosive devices, gun or knife attacks, vehicles used as weapons, information breaches and cyber incidents. Possible preventative measures may include access controls, perimeter protection, alarms, security lighting, CCTV, public-address systems, lockdown capability, road controls and barriers. The School will consider these measures proportionately through its risk assessment rather than assuming that every measure is appropriate in every location.

Physical Security and Access Control

The School will maintain proportionate physical security throughout the estate. Gates, entrances, doors, locks, lighting, alarms, signage and access-control systems will be inspected and maintained so that they remain effective.

Main buildings operate keypad or other controlled-entry arrangements. Codes will be changed regularly and immediately where compromise is suspected. Access codes, keys, cards and other credentials must not be shared with unauthorised individuals

Staff vigilance, controlled building access, supervision and visitor identification are particularly important. At the end of each working period, responsible staff must secure windows and doors, switch off equipment where required and protect confidential records. Administrative and other staff handling personal information must clear work areas and return sensitive documents to approved secure storage.

Visitor Management

All visitors must report to the main Reception unless an alternative controlled arrangement has been established for a major event. Planned visits should, wherever practicable, be notified in advance so that the purpose of the visit, safeguarding status and supervision requirements can be determined.

On arrival, visitors must sign in using the School's visitor management system, present valid photographic identification where required and wear the identification provided throughout their visit. They must remain within authorised areas, comply with staff instructions, return their badge and sign out upon departure.

A visitor's DBS status does not, by itself, grant unrestricted access to pupils or the site. The School will determine access and supervision according to the purpose, frequency and nature of the visit, whether regulated activity is involved and the visitor's verified safeguarding status.

Visitors without appropriate checks must remain under direct and continuous supervision. They must not be left alone with pupils, enter restricted areas independently or gain access to confidential pupil information.

Regulated Activity and Volunteers

The School recognises that the Crime and Policing Act 2026 removed the supervision exemption from the definition of regulated activity with children with effect from **1 September 2026**. Prior to that date, unpaid work such as teaching, training, instructing, caring for or supervising children was not classed as regulated activity where the individual was supervised by a person who was themselves engaged in regulated activity. That exemption no longer applies, and supervision does not remove an individual from the scope of regulated activity.

An individual who teaches, trains, instructs, cares for or supervises children on behalf of the School is engaged in regulated activity where that work is carried out:

- frequently, meaning on more than three days in any period of 30 days; or
- at any time between 2.00am and 6.00am, where there is an opportunity for face-to-face contact with children, including on residential visits and overnight trips.

For the purposes of the 30-day test, days spent undertaking comparable work with children for other organisations — including sports clubs, faith settings, uniformed organisations and other schools — count towards the same total. The School will therefore ask volunteers to confirm whether they undertake similar activity elsewhere, and, where an individual volunteers across more than one organisation, will liaise with those organisations to establish which is best placed to obtain the necessary check.

Any volunteer engaged in regulated activity will be subject to an enhanced Disclosure and Barring Service check including children's barred list information, obtained before the individual commences unsupervised work with pupils. Enhanced checks for volunteers are provided free of charge.

Volunteers who are not engaged in regulated activity will be risk assessed by the School, which will

determine whether an enhanced check without barred list information, or no check, is appropriate; that assessment will be recorded in writing.

Volunteers engaged in regulated activity are recorded on the School's single central record in the same way as staff. Where a volunteer is removed from regulated activity, or would have been removed had they not resigned or ceased volunteering, because they have harmed or pose a risk of harm to a child, the School will make a referral to the Disclosure and Barring Service, as it would for a member of staff.

The School has identified all volunteers whose roles fall within the revised definition. Because regulated activity status changes only on 1 September 2026, applications for the relevant checks cannot be submitted before that date; the School has prepared these applications so that they may be submitted without delay from 1 September 2026, and will maintain appropriate supervision arrangements and a documented risk assessment for any affected volunteer in the interim.

Parents and others who assist the School only occasionally — for example at a single event, a one-off day trip or a parents' association activity — are not engaged in regulated activity by virtue of that assistance and are not subject to these requirements, although they will not be left unsupervised with pupils.

Where the School hosts or arranges work experience, it recognises that pupils under the age of 16 cannot be the subject of a DBS check. Where a workplace supervisor works with a pupil on more than three days in any period of 30 days, that supervisor is engaged in regulated activity and the School will satisfy itself that appropriate checks are in place. Where a pupil aged 16 or over undertakes work experience that constitutes regulated activity, the School will request the relevant check through the pupil's own school.

Identification and Lanyards

The School uses colour-coded lanyards so that an individual's status can be identified quickly:

- Red – visitor and accompanied
- Purple – visitor who has been DBS checked
- Yellow - contractor
- Blue – Park School staff
- Rainbow – safeguarding team

Staff must not assume that a lanyard removes the need for professional vigilance. Any person behaving suspiciously, entering an unauthorised area or failing to comply with instructions must be reported regardless of the badge being worn.

Contractors and Service Engineers

Contractors must report to Reception, sign in, display identification and comply with the School's safeguarding, health and safety and security instructions. The Business Manager or designated person will determine the checks, induction, supervision and access arrangements required.

Regular contractors whose roles involve regulated activity or appropriately defined regular access will be subject to the relevant checks and included on the Single Central Record where legally required. One-off or unchecked contractors must be supervised and must not have unsupervised access to pupils.

Contractors will be briefed on emergency procedures, restricted areas, reporting obligations and conduct around pupils. Their work will be governed by an appropriate risk assessment, and dangerous tools, substances and equipment must never be left accessible to children.

Deliveries

Deliveries must be directed to approved reception or service points. Delivery personnel must not be given unrestricted access to pupil areas. Where access beyond the designated delivery point is necessary, supervision or other proportionate controls will be applied.

Delivery schedules and vehicle movements should, where practicable, avoid the busiest pupil arrival, departure and movement periods. Suspicious, damaged or unexpected packages must not be handled unnecessarily and must be reported immediately.

Arrival, Departure and Busy Periods

Arrival and departure periods create increased movement and a greater risk of unauthorised entry. The School will deploy staff visibly at key points, control doors and gates, monitor vehicle and pedestrian movement and ensure that pupils are transferred safely to authorised adults.

Parents must not use busy arrival or collection periods as an opportunity to enter teaching areas without signing in. EYFS pupils will only be released to a named or otherwise authorised adult, and any change to normal collection arrangements must be verified through established School procedures.

EYFS Security

In accordance with the EYFS Statutory Framework, premises and equipment must be organised in ways that meet children's needs and protect their safety. **Park School** will therefore maintain controlled access to EYFS rooms and outdoor areas, supervise children appropriately and prevent unauthorised entry.

Registers will record children's attendance, and staff will maintain clear information about each child's authorised collection arrangements. EYFS gates and access points will be secured and checked, while visitors to EYFS areas will be closely monitored and supervised according to their status.

At least two suitable adults will be present with EYFS classes in accordance with the School's operating arrangements, and risk assessments will address indoor, outdoor, arrival, departure and visitor-related vulnerabilities.

CCTV and Electronic Security

Where installed, CCTV, alarms and electronic access systems will support the prevention, detection and investigation of security incidents. Their use will be necessary, proportionate and governed by the School's Surveillance Policy and data protection obligations.

CCTV will not be installed in areas where pupils, staff or visitors have a heightened expectation of privacy, such as toilets, changing rooms. Access to footage will be restricted to authorised individuals, and recordings will be retained only in accordance with the approved retention arrangements.

Protective Security and Preparedness

The School will maintain plans to respond to serious incidents at or near the site. Planning will consider evacuation, invacuation or shelter, lockdown, communication, accounting for people, assistance for those requiring additional support, liaison with emergency services and subsequent recovery.

Protective security guidance recommends that education settings identify vulnerabilities and suspicious activity, plan how they will respond, compile suitable emergency resources, test their arrangements and provide post-incident welfare and review. It also recommends that all staff understand the relevant guidance and their role during an incident.

The School will maintain role-specific instructions rather than expecting staff to improvise. Plans will identify who may initiate a response, how the decision will be communicated, how doors and access points will be secured, how attendance will be checked and how emergency services will be supported.

Lockdown, Invacuation and Evacuation

A full lockdown may be initiated when a threat could affect the whole site. A partial lockdown may be used where an incident is localised or where movement must be restricted without securing every part of the estate. Invacuation may be used to move people from exposed areas to safer internal accommodation, while evacuation will be used when remaining inside presents the greater danger.

The appropriate response will depend upon the nature and location of the threat. Fire evacuation procedures must not automatically be used for every security incident because movement outdoors may increase danger in some circumstances. The responsible senior leader will select the most suitable response using available information and advice from emergency services.

The School's Lockdown Policy already identifies responsibilities for securing allocated buildings and access points and confirming completion to the Senior Leadership Team. This policy should be read alongside that detailed operational procedure rather than duplicating alarm signals, communications or room-by-room instructions.

Emergency Services

Police, fire and ambulance personnel responding to an emergency will be provided with immediate and controlled access. Reception or a designated member of staff will, where safe, meet responders and provide current information concerning the incident, site layout, hazards, access routes, vulnerable individuals and the location of pupils and staff.

Pupils must remain supervised while emergency services operate. Staff must not obstruct responders, speculate publicly or share images or information through personal devices or social media.

Unauthorised, Prohibited or Banned Individuals

An unfamiliar or unauthorised person should be approached only where it is safe to do so. Staff should use professional judgement, maintain a safe distance and seek assistance rather than escalating confrontation. The individual should be directed to Reception and asked to explain their presence.

Where the person refuses to comply, behaves aggressively, attempts to approach pupils or is known to be prohibited from the premises, staff must contact senior leadership immediately. The School may initiate a lockdown or other protective response and contact the police. Staff should preserve relevant evidence, including CCTV footage and witness details, but must not place themselves or pupils at unnecessary risk.

Suspicious Behaviour, Items and Threats

Suspicious behaviour, unattended items, malicious communications, bomb threats and indications of weapons must be reported immediately. Staff must not touch, move or unnecessarily approach a suspicious item. They should follow the School's emergency arrangements and the instructions of police or other emergency personnel.

The DfE's July 2026 resources include guidance and templates for bomb threats, terrorist incident response, evacuation, lockdown, shelter, business continuity, debriefing and post-incident support. The School will use these resources when reviewing its operational plans.

Martyn's Law and School Events

The Terrorism (Protection of Premises) Act 2025 is commonly known as Martyn's Law and is intended to improve protective security and organisational preparedness by requiring those responsible for qualifying premises and events to consider how they would respond to terrorist attack and how vulnerability and harm might be reduced.

Premises reasonably expecting fewer than 200 people at the same time are exempt, although they are encouraged to maintain preparedness plans. Premises reasonably expecting between 200 and 799 people fall within the standard tier. Early years, primary, secondary and further education premises remain within the standard tier even where 800 or more individuals could reasonably be expected.

Events held at those education premises are not treated as separate qualifying events under the enhanced event provision, although the premises remain subject to the applicable standard-tier arrangements.

For concerts, productions, sporting fixtures, open days, fairs, prize-giving ceremonies and other significant gatherings, the School will undertake a proportionate event security assessment. This will consider:

- The reasonably expected number of pupils, staff, visitors and contractors.
- Whether the event is open to the public or invitation-only.
- Entry, ticketing, invitation and identification arrangements.
- Vehicle and pedestrian movement.
- Queues, congregation points and crowd movement.
- Emergency access and evacuation or invacuation options.
- Communication arrangements.
- Medical and welfare provision.
- Accessibility and Personal Emergency Evacuation Plans where required.
- Staffing, stewarding and supervision.
- Contractor, performer, vendor and delivery access.
- Suspicious behaviour or item reporting.
- Handover to emergency services.
- Reunification of pupils with parents following an incident.

For large events, visitors will receive concise emergency information, including relevant exits, assembly or shelter arrangements and instructions to follow staff directions. The event lead will ensure that the School retains an accurate understanding of who is expected on site and that critical entrances, restricted areas and emergency routes remain controlled.

Lone Working and Out-of-Hours Security

Lone and out-of-hours work will be governed by the School's Lone Working Policy and associated risk assessments. Staff must follow sign-in, communication and building-security arrangements and must not admit unknown persons outside normal reception hours.

Where events, lettings or contractor activities take place outside ordinary hours, a named responsible person will oversee access, emergency arrangements and final securing of the premises.

Training, Exercises and Security Culture

All staff will receive security awareness during induction and periodic refresher training. Training will cover visitor management, suspicious activity, emergency communications, lockdown, evacuation, invacuation, reporting and individual responsibilities.

Facilities, Reception and leadership staff will receive additional role-specific training. Exercises will be proportionate and planned carefully so that they build confidence without causing avoidable distress. Pupils will be prepared in an age-appropriate manner, and reasonable adjustments will be made for pupils with SEND, medical needs or vulnerabilities.

Incident Recording, Communication and Recovery

All significant security concerns, breaches and incidents will be recorded promptly. Records will identify the nature of the issue, actions taken, people involved, notifications made and any required follow-up.

During an incident, communications must be accurate, controlled and proportionate. A designated leader will coordinate messages to staff, parents and other stakeholders. Staff must not speculate, communicate with the media or share incident-related content on personal accounts.

Following a serious incident or exercise, the School will conduct a structured debrief and lessons-learned review. This will consider the effectiveness of leadership, communication, site controls, pupil accountability, emergency liaison and welfare support. Where necessary, physical measures, policies, risk assessments and training will be amended. Post-incident support will be offered to affected pupils and staff with emphasis on welfare, recovery and formal review.

Security Checks and Audit

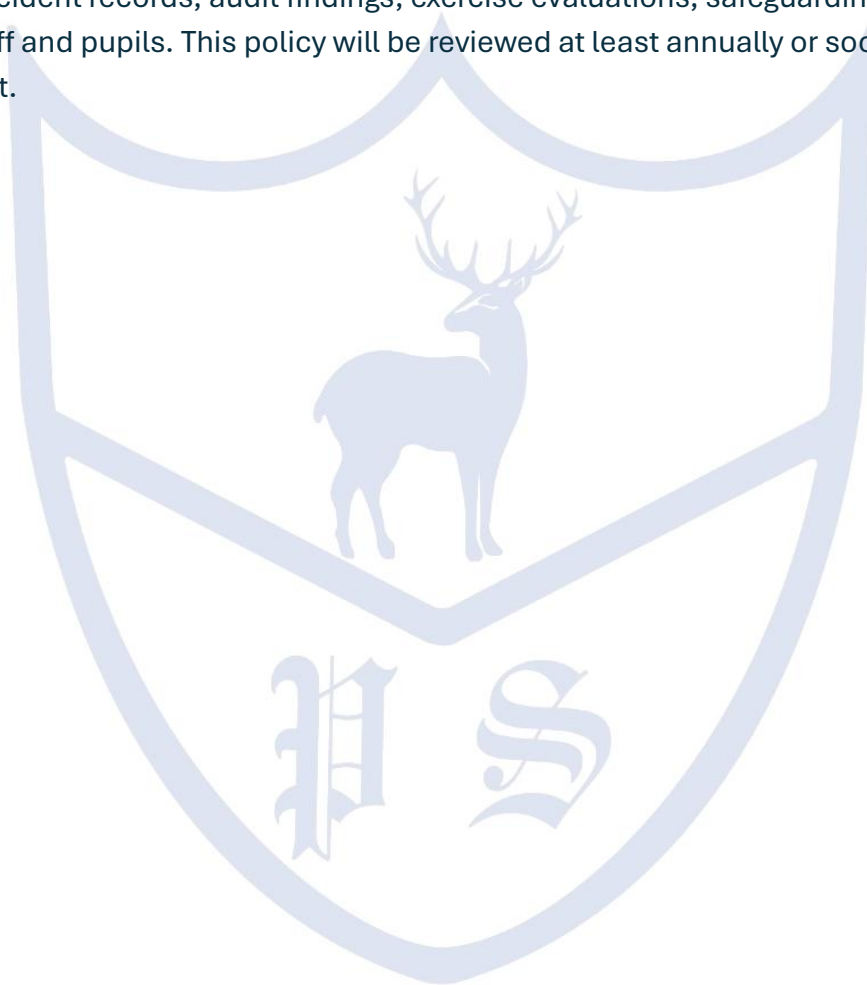
The School will maintain a documented schedule of routine and specialist checks, including:

- Daily boundary, gate and grounds checks.
- Weekly fire alarm call-point checks.
- Monthly emergency-lighting routine checks.
- Six-monthly fire-panel servicing.
- Annual emergency-lighting drain-down checks.
- Termly health and safety walkarounds.
- Termly fire evacuation drills.
- Planned lockdown exercises.
- Periodic fire risk assessments.
- Periodic independent health and safety audits.

The responsible person, completion date, findings and remedial actions will be recorded. Senior leaders will audit the system periodically and verify that identified actions have been completed.

Monitoring and Review

The Business Manager will monitor day-to-day implementation, while the Headteacher and Governing Body will maintain strategic oversight. Monitoring will draw upon risk assessments, visitor and contractor logs, incident records, audit findings, exercise evaluations, safeguarding information and feedback from staff and pupils. This policy will be reviewed at least annually or sooner following a significant incident.



PARK SCHOOL