

School Security Checklist

Every child matters and no child is ever left behind..."

"Let the little children come to me, and do not stop them;
for it is to such as these that the kingdom of God belongs."
Luke 18:15-17

School security: checklist for health and safety visits and academy councillors

Whilst it remains important that pupils have access to and experience a wide range of activities and opportunities at school, it is also important that any risks identified with activities are assessed and managed appropriately, and that staff are trained to manage the identified risks.

This checklist for academy councils will assist governors in monitoring school security arrangements to ensure that they are adequate, proportionate and adopt a common sense approach.

Question for academy councillors to ask	Yes/no	Further action required
General		
Has a competent person or persons been appointed to lead in health, safety and security?		
Has the appointed person or persons responsible for health, safety and security been provided with training appropriate to their responsibilities?		
Is there a clear process for seeking professional advice and guidance for any issue which is outside of the experience and expertise of the appointed health, safety and security lead?		
Does the school have in place all relevant health, safety and security policies and documents?		
Are policies and agreed procedures proportionate to the risks identified?		
Is there a robust plan in place which ensures security policies and processes are routinely reviewed against any newly identified security threats?		
Does the school have an up-to-date business continuity plan in place which includes arrangements for responding to immediate crisis situations and any short, medium and long-term issues that may arise?		

<p>Does the school achieve a balance between maintaining an open and welcoming environment for pupils, their families and visitors whilst creating a safe environment and protecting staff, pupils and visitors from harm?</p>		
<p>Do school leaders foster a culture whereby staff and pupils understand their own responsibilities to be vigilant about their own safety and security and that of others?</p>		
<p>Are all staff aware of what to do in the event of a security incident, or potential incident? Including:</p> <ul style="list-style-type: none"> • Who to contact and how? • How to raise the alarm for different incidents? 		
Site security		
<p>Is the school site protected by adequately secure perimeter fencing?</p>		
<p>Has vehicle and pedestrian access to the school site been limited e.g. by locking perimeter gates?</p>		
<p>Are all building access points supervised?</p>		
<p>Are access points protected by a secure locking system e.g. key fob or code?</p>		
<p>Are access points restricted, monitored and maintained?</p>		
<p>Is there is policy in place for restricting access and barring individuals from the school site who are considered a threat to pupils, staff and visitors?</p>		
<p>Where school leaders have concerns about weapons being brought onto the school site, has a procedure been implemented which authorises staff to search pupils and their possessions?</p>		

Have school leaders consulted with the local police when determining policies and procedures related to weapons being brought onto the school site?		
Is the school site secure from intruders? Are there any vulnerable areas?		
Do all staff wear identification?		
Are all visitors signed in by a member of staff and provided with identification to wear during their visit?		
Is the personal identification of visitors, contractors and supply staff checked where relevant?		
Lockdown procedures		
Does the school have an emergency lockdown procedure that all staff are aware of?		
Are emergency lockdown procedures practiced and reinforced by an annual drill ? Is a record of practice drills kept and maintained?		
Have parents been given information about the school's Lockdown Procedure , including information about when lockdown procedures will be implemented and how this will be communicated to them?		
Can internal entry points be secured during a lockdown procedure?		
Are all members of staff aware of how an alert to lockdown will be communicated across the school site?		
Have all members of staff received training in how to respond to an intruder within the school premises?		

Are CCTV systems regularly checked to ensure they are working correctly and that time and dates are accurate?

Emergency evacuation and shelter (invacuation)

Does the school have an [Invacuation, Lockdown and Evacuation Policy](#) that all staff are aware of?

Have the local police been involved in advising on the school's invacuation, lockdown and evacuation policies?

Are [Personal Emergency Evacuation Plans](#) in place for pupils who may need assistance in evacuating school buildings in an emergency situation?

Are [Personal Emergency Evacuation Plans](#) in place for staff who may need assistance in evacuating school buildings in an emergency situation?

Have emergency evacuation and shelter procedures been tested [at least termly](#)?

Is a record of emergency evacuation and shelter drills maintained?

Are staff and pupils aware of the sounds of the emergency evacuation and shelter warnings?

Do daily housekeeping procedures keep exits free from obstruction or blockage?

Is there a procedure in place to ensure that no pupils, staff members or visitors are left in the building once it has been evacuated?

Are designated evacuation and shelter points clearly signposted?

Are pupils, staff members and visitors made aware of evacuation and shelter points?		
Is an emergency evacuation kit kept off-site but nearby to the school?		
Are first aid kits regularly checked, sufficiently stocked and accessible?		
School trips		
Does the school have in place an Educational Visits Policy that all members of staff are aware of?		
Does the Educational Visits Policy include procedures for what to do when things don't go as planned or an emergency situation arises?		
Are all school trips risk assessed prior to taking place?		
Do school trip risk assessments take into account government advice regarding the level of threat to national security?		
Do international school trip risk assessments take into account advice on safe travel outside of the UK and any threat to visitor safety?		
Do school trip risk assessments include the risks associated with transport and areas of high risk which are being visited?		
Does the risk assessment and planning document for school trips include a contingency plan for when procedures have to change due to an emergency situation?		

Have all members of staff and pupils been taught 'Run, Hide, Tell' in the event of an extreme emergency situation?		
Have members of staff been trained in how to respond to an extreme emergency situation?		
Does the decision-making process to alter, cancel or continue with arranged trips following an extreme incident include consultation with parents to ensure their views are considered?		

Bomb threats		
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Are all members of staff who answer the school telephone aware of the school's <u>Bomb Threat Procedures</u> ?		
Are members of staff aware of the procedures to follow in the event of a bomb threat being received by telephone, in writing or via email?		
Is there a <u>Bomb Threat Checklist</u> and <u>Caller Details Checklist</u> available in the school office?		
Are all members of staff aware of the action to take if a threatening call is received?		
Do members of staff know what warning signs to look for to identify a suspicious package within the school or on the school grounds, including mail packages?		
Do members of staff know what to do if they spot or receive a package or envelope that is deemed suspicious?		
Are internal and external maintenance procedures adequate in keeping areas free from clutter where packages could be hidden?		

Cyber security

Does the school have in place a Data and E-Security Breach Prevention and Management Plan that all staff are aware of?		
Are all hardware, software and operating systems password protected?		
Have members of staff received advice on how to select strong passwords and how to keep their passwords secure?		
Are all members of staff aware of the procedures to follow if a security breach is discovered or suspected?		
Are there procedures in place to install system and software updates on all devices as soon as they become available?		
Is anti-virus software installed on all devices and kept up-to-date?		
Are all files backed up to an external device or server to avoid malware infections?		

Communication and audit

Are there arrangements in place to talk to pupils about health, safety and security issues within the PSHE curriculum and also in response to extreme incidents?		
Have all emergency procedures been reviewed by a professional with the relevant expertise – including the local police – in planning emergency procedures?		
Have all emergency procedures been shared with the local emergency services and the LA?		

<p>Have all emergency procedures been shared with executive leaders and the board of trustees?</p>		
<p>Does the school's Social Media Policy include how social media accounts will be used in the event of an emergency situation, either at home or abroad?</p>		
<p>Is there a communication plan in place that includes how emergency and extreme incidents will be shared with:</p> <ul style="list-style-type: none"> • Parents? • The emergency services? • The LA? • [Academies] The executive team and trustees? • The press? 		
<p>Are new staff members and volunteers made aware of all emergency response plans as part of their induction training?</p>		
<p>Do senior leaders ensure a post-incident evaluation and debrief takes place to gain feedback and is this used to:</p> <ul style="list-style-type: none"> • Review relevant policies and procedures? • Improve or rectify building and maintenance issues or school facilities? • Identify any training needs? 		
<p>Is there a post-incident support process available to all staff and pupils to ensure they have the opportunity to receive any required support and to debrief – including emotional responses to an event?</p>		