



SAFEGUARDING (SECURITY) CHECKLIST FOR SCHOOLS

The school's Management Team must ensure the table below is completed.

Name of School	SDFS	
Head of School	OF	
Checklist completed by	OF	Date March 2023

1. SYSTEMS AND POLICIES

No	Question	Yes	No	Comment	Action
1.1	Does the school's own Safety Policy incorporate safeguarding and security arrangements? (see model policy on Health and safety webpage)				
1.2	Have any staff training issues been identified as a result of security assessments?			Say how these training issues will be addressed	
1.3	Are common security issues discussed by the site user groups, such as private nurseries, children's centres or Sure Starts?			The presence of parents collecting children needs to be considered	
1.4	Is there any uncontrolled public access to				

No	Question	Yes	No	Comment	Action
	the site?				
1.5	Is a system in place for dealing with suspicious behaviour?				
1.6	Are adequate supervisory arrangements in place?				
1.7	Are Early Years pupils segregated from older children?				
1.8	Have any incidents or near misses occurred where security has been an issue?				
1.9	How are contractors carrying out works are managed?			Safeguarding controls must be included in the HSC1 or construction safety plan?	
1.10	Is the "Evolve System" utilised for educational visits?				
1.11	Are members of staff familiar with the suite of security documents for the site, including the security and vehicle management risk assessments?				

2. SECURITY OF BUILDINGS

What arrangements are in place for responding to visitors?

No	Question	Yes	No	Comment	Action
2.1	Is directional signposting to the main entrance provided at all access points to the school grounds?				
2.2	Are visitors visible from the school office?				
2.3	Has the building a secure lobby or an area to receive visitors?				
2.4	Does the secretary work full-time?			If no, Is there an effective arrangement for allowing visitors into school without requiring teaching staff to leave the classroom?	
2.5	Is a visitors' book and badge system in operation?				
2.6	Do members of staff challenge adults that do not have appropriate identification? (Wearing of badges may be appropriate).				

No	Question	Yes	No	Comment	Action
2.7	Are external doors secured to prevent unauthorised access?			Are all exterior doors locked without compromising fire escape routes?	
2.8	Is there an elevated risk where there are detached buildings or mobile classrooms on site?			For remote buildings, consider means of communication and toileting arrangements	
2.9	Have there been any significant changes to the building which have made security and safety problems more likely?				

3. SECURITY OUT OF SCHOOL HOURS

Many schools are in use outside normal school hours for parents' evenings, meetings, school clubs, evening classes etc. and special consideration may need to be given to security in such circumstances.

No	Question	Yes	No	Comment	Action
3.1	Are certain areas and/or doors out of bounds during evening use?				
3.2	Are arrangements in place for emergency communication during these periods?				
3.3	Are outside users aware of emergency procedures?				
3.4	Are members of staff vulnerable when locking up the premises?				
3.5	Is a key-holder safety procedure in place?				

4. SECURITY OF THE SITE

No	Question	Yes	No	Comment	Action
4.1	Are there any recesses or internal courtyards which provide places for intruders to hide and break in unobserved?				
4.2	Is there a suitable barrier between public access routes and school yards?			Consider the specific needs within the school phase or type.	
4.3	Is there an effective barrier between live traffic and pedestrian routes/playgrounds?				
4.4	Are boundary fences or walls well maintained?				
4.5	Do members of staff inspect fences, gates, latches etc on a regular basis?			Give consideration to the effectiveness of the arrangements for any repairs	
4.6	Whenever possible, are perimeter gates secure during the school day?				
4.7	Do trees or shrubs on site create cover where intruders may hide?			Has the tree/shrub report inspection been undertaken?	

No	Question	Yes	No	Comment	Action
4.8	Is external lighting adequate?			Remember to include security lighting?	
4.9	Are there any problems with dogs accessing the site?				
4.10	Do emergency procedures consider the arrangements to ensure pupils are safe and secure?				

FURTHER ACTION REQUIRED:

Using the information produced above proceed to complete (or modify) a risk assessment covering vehicle management (Doc 4), followed by a risk assessment covering Safeguarding (Security) Issues (Doc 3).