

Cardrew Court School Security Procedures

September 2026

Cardrew Court School

Security Procedures

Contents

Aims and review 3

Lockdown & Invacuation Procedures..... **Error! Bookmark not defined.**

Evacuation Procedures.....5

Roles and Responsibilities.....5

Cardrew Court School

Security Procedures

Aims and Review

This policy will be subject to continuous monitoring, refinement and audit by the Headteacher and CEO.

The Health and Safety Officer undertakes a formal annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

The Proprietors employ an external provider to undertake an audit on health and safety annually (HR One – Health and Safety Service)

Security procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school.

Security procedures may be activated in response to any number of situations, these may include:

- A reported incident, disturbance in the local community
- An intruder on the site
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school

Lockdown & Invacuation Procedures

In order to warn of these dangers, we use the school radios to raise an alarm by using code word '**CODE ZERO**'.

In the event of an actual lockdown parents / carers will be notified as soon as possible via email, class dojo and the school website.

For many of these threats the school locked gates offer a barrier

- The external metal gate from the carpark.
- External school doors

Cardrew Court School

Security Procedures

Vigilance to gain maximum advantage of gates

- External gate, keeping this locked.
- Ensuring the external doors are always shut and therefore on maglock after learners have arrived on site.
- Staff meeting any visitors at the front reception door.
- All staff and visitors on site wear the appropriate colour lanyards.

Raising the alarm

- Radio call stating '**CODE ZERO**'

General Procedure depending on location

- Remain in your current room
- If outside move inside to nearest room
- If on break of Lunch go to main class base (Tutor room)
- Be silent
- Keep out of sight of windows

Staff:

- Lock doors
- Hide away from windows and door windows
- Call 999
- Email office@cardrewcourt.org who you have with you in the room, staff and learners.
- Await further instruction via radio or safe person coming to your room.

1. Learners and Staff in classroom

- Stay in classroom / room they are in when alarm is raised
- All people to go under desk out of vision from door window & outside windows
- Staff to lock classroom door
- Be silent

2. In toilet

- Stay in toilet
- Lock toilet door
- Lift feet off floor
- Be silent

Cardrew Court School

Security Procedures

3. Astro Turf

- Return to class & follow steps in 1 above

4. Grass Play area

- Move into School via nearest entrance, heading for the nearest room, follow step 1.
- See below

5. Gym

- Hide under the window with jump step equipment stacked against the window door.
- Staff ensure doors are locked
- Be silent

When danger has passed

- SLT will inform each class separately
- Code: **'We can exit classrooms now'**

If it's an air related incident, a member of SLT will inform the classes so windows can be shut.

Emergency Evacuation Procedures

- The fire alarm will sound, and everyone on site will follow the fire alarm evacuation procedures.
- The headteacher or a member of the leadership team will decide if the school community needs to evacuate the site and announce their decision.
- The school community will follow the evacuation procedures as in the fire evacuation policy.

Cardrew Court School

Security Procedures

Roles and Responsibilities

STAFF MEMBER	RESPONSIBILITIES
Security Lead (Premises Manager)	• Determine and lead the initial response • Liaise with the police • Make fast, clear decisions to get people to safety • Help secure the building where safe to do so (e.g. lock doors and windows). • Communicate with parents/carers using school mobile • Make sure all access points are secured.
Headteacher	• Help co-ordinate the response, managing and delegating actions as needed • Help secure the building where safe to do so (e.g. lock doors and windows) • Record actions taken • Communicate with parents/carers using school mobile
Leadership Team	• Help secure the building where safe to do so (e.g. lock doors and windows)
School Administrator	• Escort visitors to agreed safe place
Teachers and support staff	• Take learners to classroom or other place of safety as directed • Help secure the building where safe to do so (e.g. lock doors and windows) • Ensure everyone stays away from sightlines (e.g. doors and windows). Take register and stay with learners