



## **POLICIES / REGELVERK**

### **Security of School Premises Policy** ***Sikkerhet på Skolen***

Prepared by: Head Teacher  
Approved by: The Governors  
Last updated: 01.11.2024  
To be reviewed: 01.01.2026

"Banham" are designated keyholders for the school. The school's designated key holders are the Head Teacher, School Business Manager (SBM) and another appointed staff member if needed.

All staff are given keys to the premises. The keys are signed for and an updated list of key holders is kept in the School Business Manager's Office.

#### **Teachers**

It is the responsibility of the teachers to make sure that the classroom is secure, windows closed, equipment switched off and the MacBook's are locked in the cabinet before leaving the premises. The cleaners will shut the windows and turn off lights after they have finished in the evening.

#### **Caretaker**

It is the responsibility of the caretaker to check weekly that:

- All locks are working
- The fire alarm is working
- The main gate and the boundary fences are secure

Any faults are to be reported immediately to the SBM.

#### **Head Teacher**

It is the responsibility of the Head Teacher and SBM to perform the above functions in the absence of the Caretaker.

In addition, the Head Teacher is responsible for the security of the premises during the school day.

All visitors must report to the School Office and sign in and out of the Visitors Book.

#### **Setting the Alarm and Locking the Premises**

The last person to leave the premises should set the security alarm after checking that all the doors have been locked.