

Mapledown School



Working & Learning Together to Achieve our Best

Mapledown School Health & Safety Policy

Including:

Policy for management, including identification, of visitors into the school site

Name of School	Mapledown School
This policy was reviewed in	August 2026 (amendments based on Barnet Model Policy)
Updated	September 2026
Next review date	September 2027

The Governing Body will review this policy annually.

Date plan last reviewed: SEPTEMBER 2026

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

Note: Please refer also to separate, related policies which exist as follows:

- Anti-bullying Policy
- Child Protection and Safeguarding Policy
- Educational Visits Policy
- Equal Opportunities Policy
- Fire Risk Assessment

- First Aid Policy
- Special Educational Needs and Disabilities Policy & Plan
- Missing Pupil
- E and Online Safety
- Use of Devices Policy
- Use of Restrictive Intervention, including Reasonable Force and Physical Restraint
- Fire Prevention and Evacuation
- Risk Assessment Policy
- Critical Incident Policy
- Lockdown Policy
- Guidance on Managing Contractors
- Visitors Policy
- Policy for Dealing with Unacceptable Behaviour

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General Statement

The school's Health and Safety Policy aims to ensure that, so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work.
- all pupils and members of the public, including parents, visitors and contractors who enter school premises, are not exposed to unreasonable Health & Safety risks during the course of their business.

- no work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
- all contractors are able to demonstrate that they have suitable arrangements for securing proper Health & Safety, including, where necessary, a written statement of policy.

Purpose and Aims

This school policy sets out the means by which it will fulfil the school's requirements to provide a healthy and safe environment for pupils, staff and visitors.

Mapledown School aims to:

- Ensure that everything reasonably practicable will be done to safeguard pupils, staff and visitors.
- Make and keep under review relevant policies and procedures.
- Maintain a list of hazards within the school and keep this under review.
- Take immediate action where hazards are likely to turn into risks.
- Ensure that the school's health, safety and security arrangements are known and implemented.
- Provide relevant training in Health & Safety in relation to the roles and responsibilities of staff.
For all staff, this will include training in;
 - Risk assessment
 - E- and Online safety
 - Fire evacuation procedures
 - Lockdown procedures

Members of staff are expected to:

- Take reasonable precautions to safeguard the Health & Safety of themselves and others.
- Observe all Health & Safety rules and procedures as laid down by the school and use all Health & Safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead, to injury, illness or damage.
- Ensure that no person uses a prescribed dangerous machine unless fully instructed as to the dangers and precautions to be observed and either has received sufficient training to work at the machine or is being supervised by someone with a thorough working knowledge and experience of the machine.
- No person under the age of eighteen will be allowed to dismantle or clean a prescribed dangerous machine.

Health and Safety Management Arrangements:

The school has appointed a Health & Safety Committee to plan, monitor and evaluate the Health & Safety needs of the school. The actions necessary to ensure Health & Safety are recorded on the Health and Safety Action Plan Log and any faults or dangerous items are recorded on

 **Faults and dangerous items log**

The Health & Safety Committee consists of;

- Chair - Health & Safety Co-ordinator (HSC): Yadvina Boodhoo.
- Member of SLT: Sandra Chaaya
- Member of Site Staff: Cesare Brazza
- Educational Visits Co-ordinator: Charlotte Abley/Michaela Pogue/Lewis Burton
- Catering Manager: ISS - Karin Hafner

The Health & Safety Committee will meet half-termly – with a rolling agenda to include, as a minimum the following

- Review of accidents/incidents, near misses
- Review of risk assessments and trips visits
- Review of fire drills, lockdowns, invacuations and procedures, including the condition of exit routes
- Review of Site Manager's/SLT Health & Safety tours
- Review of Health & Safety items raised in staff meetings
- Review of absence records, bullying, behaviour and complaints logs
- Review of accidents/incidents, near misses
- Quality of risk assessment in school
- Monitoring of the currency of qualifications
- Monitoring of Health & Safety activity in school
- Management of Contractors
- Review of Policy and Procedure
- Monitoring of the quality of off-site visit planning, including risk assessment

Consultation arrangements

Staff are able to raise any concerns relating to Health & Safety directly with the SLT or members of the school's Health & Safety Committee. Concerns relating to maintenance of premises, facilities and equipment can be in the online system or reported directly to the school office. Health & Safety is a regular item on the agenda of staff meetings and staff can use this as a forum to discuss concerns. The school's leadership communicates information about Health & Safety to staff through staff meetings, briefings and INSET days, as well as by email. These occasions will also be used for Health & Safety training.

Risk Management

Health & Safety is regularly discussed at staff meetings. Minutes of any discussion and action are taken, and passed for monitoring to the school's Health & Safety Committee via the Health & Safety Co-ordinator (HSC).

The Headteacher will ensure that generic risk assessments are made and kept under review. All staff will make assessments in areas they are responsible for, and will observe the risk controls that have been determined, in accordance with the school's Risk Assessment Policy.

All members of staff undertake to inform the main office of any potential risk as soon as they perceive it. Risk assessments have to be carried out by 'competent' persons. The Headteacher will determine the criteria for a 'competent' person. Assessing risks in classrooms and teaching lessons is within the competence of a trained teacher.

All staff will use the school's risk assessment template, as a means of assessing risks.

Fire Safety

All members of the school will:

- Familiarise themselves with the school's fire safety procedures;
- Ensure that fire doors open as intended and that nothing impedes their opening;
- Ensure that any fire equipment for which they are responsible is properly maintained and checked periodically;
- Know any special fire precautions for equipment and materials that they use;
- Check periodically that the fire notices are on display in their teaching areas;
- Ensure that pupils know the alarm and evacuation procedure and route from their areas to the assembly area;
- Keep a register of pupils present in each teaching period; and report to the Headteacher/main office any hazards likely to cause a fire.
- Direct any visitors to the school to the assembly area in case of evacuation. Nevertheless, all staff must be aware that visitors will need to be properly supervised.
- Undertake training in the actions to be taken on hearing the fire alarm, as provided by the school.

On-site Vehicle Movement

- For details, please refer to our separate Car Park Risk Assessment.

Working at height

The school pays regard to the Working at Height Regulations (WAHR) 2005. Falls from height are one of the biggest causes of death or major injury in the workplace. You are working at height if:

- You are working on a ladder or flat roof
- You could fall through a fragile surface.
- You could fall through an opening or hole in the floor.

Before working at height you must work through these simple steps:

- Avoid work at height where it is reasonably practicable to do so;
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

In practical terms, staff should not, for example, use furniture such as desks and chairs to gain height to put up displays, change a light bulb etc. Correct equipment should be used, such as a kick-step or step ladder. At greater heights staff should call on the help of someone who has had appropriate working at height training.

The Headteacher must make sure work is properly planned, supervised and carried out by competent people, including creating a risk assessment. This includes using the right type of equipment for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning. The school uses the step-by-step risk assessment flow chart provided by the HSE to evaluate risks: <http://www.hse.gov.uk/pubns/indg401.pdf>

Take a sensible, pragmatic approach when considering precautions for work at height. Factors to weigh up include the height of the task; the duration and frequency; and the condition of the surface being worked on. There will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

What do you need to consider when planning work at height?

The following are all requirements in law that you need to consider when planning and undertaking work at height. You must:

- take account of weather conditions that could compromise worker safety;
- check that the place (e.g. a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use;
- stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g. use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off;
- store materials and objects safely so they won't cause injury if they are disturbed or collapse;
- plan for emergencies and rescue, e.g. agree a set procedure for evacuation. Think about foreseeable situations and make sure employees know the emergency procedures. Don't just rely entirely on the emergency services for rescue in your plan.

Manual Handling, Slips and Trips

Staff receive guidance on appropriate manual handling. Heavy or bulky items should be moved only by staff who have had appropriate training, using appropriate equipment. This may be a site manager. At all times appropriate equipment, such as a trolley, should be used to move heavy or

bulky items. As serious injury, especially to the back, can result from incorrect lifting, staff should familiarise themselves with the correct method of lifting heavy or bulky objects.

Procedures are in place to reduce the risk of injury from slips and trips. The regular Health & Safety tours of the school include a consideration of potential risk of slips and trips, including the checking of external fire escapes. Appropriate signage is put in place to designate wet floors, particularly after cleaning or spillages, and, where necessary, pupils and staff will be directed to use an alternative route. The school ensures appropriate procedures to maintain, so far as is possible, safe movement around the school grounds in times of snowy or icy weather. This includes;

- A communication protocol to inform parents and pupils on occasions when the school has to close due to adverse weather conditions
- Designated responsibilities for appropriate clearing and salting/gritting of circulation routes
- Cordoning off/putting out of bounds any areas of the grounds deemed to pose an unacceptable risk of injury
- Consideration of whether any activities or events need to be postponed, cancelled or amended due to weather conditions.

HSE guidance on manual handling can be found [here](#).

HSE guidance on manual slips and trips can be found [here](#).

HSE guidance on the use of ladders can be found [here](#).

Safeguarding Pupils

All staff must be aware of their duty to note and report any suspicions that a pupil might (however remotely) be subject to some abuse. The school will provide periodic training in the requirements for safeguarding pupils and in recognising potential problems. Any suspicions should be reported immediately to the school's Designated Safeguarding Leads or their deputies. For further information, refer to the Child Protection and Safeguarding Policy

Teaching staff are expected to teach safe practice and risk management to pupils according to the National Curriculum requirements in their subject, notably in areas such as PSHE, science, design technology, food technology, Relationships and Sex Education, and sport, and also to cover any particular requirements the school may have.

Staff Welfare/Stress

Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for one another. Staff who feel under stress that is more than the normal expected stress of working in the school should report this initially in confidence to one of the Senior Leaders or to the school's Mental Health Champion (Eula Lock). Staff are also expected to report in confidence any concerns they may have about another member of staff's state of health, including mental health.

Lone workers

When a member of staff is working alone in the school he/she should ensure that the school's procedure for signing in and communication are observed.

The HSE guidance on lone working can be found [here](#).

Management of Asbestos

The school commissioned a professional survey to establish whether there is any asbestos on the school site and to determine any action necessary in relation to its removal or regular inspection. Any asbestos requiring removal has been removed by qualified personnel. The school retains a certificate to confirm this. In relation to any asbestos for which removal is not a requirement, the school follows, and keeps a record of, the inspection routines, as identified by the report. Information about any asbestos on the school premises is provided to maintenance staff and any external contractors, as appropriate.

Control of Substances Hazardous to Health (COSHH)

The school is vigilant in relation to requirements for the management of hazardous substances, this includes safe storage of substances and ensuring that third party employees, contractors and staff are aware of their obligations. Data sheets are stored in the same location as the products.

Maintenance of Plant and Equipment

The school has appropriate arrangements to ensure maintenance and servicing of plant and equipment, including the maintenance of appropriate records. This includes periodic testing of electrical appliances (PAT testing). The school's electrical items and also any belonging to staff or pupils and used in school are subject to this testing regime. Further useful information on PAT testing can be found [here](#).

The school arranges for a 5-yearly inspection of fixed wiring and attends appropriately to any matters arising in the report.

The School Business Leader arranges for an annual maintenance check of the PE equipment and will arrange for any faults to be remedied as soon as possible. If equipment is deemed unsafe it will be put out of use until it is repaired. There are procedures in place for weekly and monthly checks of all equipment maintained by the office staff.

All staff have a duty to carry out a visual check of the apparatus before using it with children.

They also have a duty to ensure that the apparatus is put out in a safe manner by themselves and by the children and that any obstructions or hazards are removed from the area. PE mats should be stored away from emergency exits.

Unsafe equipment which is beyond repair should be discarded without delay. If it is possible for staff to do this immediately in a safe manner, then they should do so. Otherwise it should be cordoned off with orange barriers and reported to the caretaker to remove at the earliest possible convenience.

SUPERVISION / PLAYGROUND SAFETY

- Class teachers are responsible for the allocation of staff for the duration of the lunch period. They will organise which staff will supervise pupils during the first and second shifts. All pupils will be supported in various ways, whether this is one to one basis or part of a small group activity depending on their needs.
- **Pupils must never be left unsupervised.** If a pupil needs to come into the building for any reason they must be supervised and if the member of staff supporting this pupil is responsible for other pupils they must ensure the pupils are supervised by another member of staff until they return. Pupils must not be left unattended in any of the playgrounds, even if staff can supervise from a distance (i.e. from the classroom).
- All pupils must be escorted back to class at the end of the lunch break.

Minibuses

The school follows the DfE guidance "Driving School Minibuses: Advice for Schools and Local Authorities (2013)" in relation to the use of school minibuses and the selection and qualifications of those entitled to drive them. The guidance can be found [here](#). Staff must also adhere to the school's Minibus Safety Policy and Guidance - [W Mapledown School Minibus Policy.docx](#)

Display Screen Equipment (DSE)

Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious. Health & Safety regulations relating to DSE apply to workers who use this equipment for an hour or more at a time. The school provides a work place assessment for staff to

whom this applies and enables staff to undertake training and receive information as required. Particular care should be taken in respect of staff who are pregnant or have epilepsy. Further guidance on working with display screen equipment can be found [here](#). Guidance on undertaking a DSE assessment can be found [here](#).

Glazing

In accordance with Health & Safety advice, the school undertakes and regularly reviews a glazing risk assessment. Action points arising from the risk assessment are undertaken with appropriate consideration.

Records

Appropriate records of risk management events and issues will be kept by the school office and will be periodically inspected by the school Health & Safety Co-ordinator (HSC), who will report on such matters at each Health & Safety Committee meeting.

Details of the school's RIDDOR reporting process can be found in the First Aid Policy - [w First Aid policy 2026.docx](#)

Accidents

All accidents involving staff and/or pupils must be recorded.

The following must be reported on the Barnet Online System:

- All accidents/incidents relating to staff

- Any serious accidents/injuries to students which require them to go home, hospital or could result in time off school.

- Any accident to staff or students due to fault of school – e.g slippery surface, broken equipment.

For pupils, all incidents must be reported via CPOMS if they have sustained a minor injury and have received first aid. This includes any injury that breaks the skin and any incident involving the head, even if there is no obvious injury. It must be fully completed, with a body map filled in. Parents to be informed. Any incident to staff or pupils where there are no injuries must also be recorded.

This is not related to safeguarding. Any unexplained marks or injuries should be recorded in CPOMS and shared with the DSL team.

Staff who are unsure about the system must seek advice from the main office or SLT. will The Headteacher will monitor the accident records regularly, looking particularly for patterns and trends and will report on the school's accident record and other matters of first aid at each Health & Safety Committee meeting.

First Aid and medical procedures

- Procedures for managing medicines are in line with Department of Health Guidance, and the Mapledown First Aid Policy located in the [Shared Google Area/Policies/2026.27](#)
- The Headteacher will:
 - Ensure that there is always a minimum of two qualified first aiders on the premises during the school day.
 - Ensuring that an ambulance is summoned without delay, whether or not parents/carers have been consulted;
 - Ensuring the front of school is clear of vehicles to allow unrestricted passage;
 - Sending a responsible person to meet the ambulance and guide the ambulance staff to the casualty;
 - Obtaining from the ambulance crew details of where the casualty is being taken and arrange for the parents/next of kin to be notified.
 - First Aiders and or the appointed person should not put themselves at risk in order to treat a casualty
 - See First Aid and Administration of medication policies located in [Shared Google Area/Policies/2026.27](#).

Pupil Behaviour

Pupil misbehaviour is one of the greatest risks to Health & Safety in any school. All staff have a common law and contractual duty to maintain the good behaviour of pupils and to safeguard their Health & Safety. Staff must know the school rules that are designed to ensure pupil safety and participate in ensuring that the rules are obeyed.

Status Review

Staff will contribute to the school's annual Health & Safety status review. This will be presented annually at the Spring Term meeting.

Development Plan

The development of health, safety and security within the school will be part of the school's Development Plan as appropriate.

Responsibilities:

Governors: Overall responsibility for Health & Safety rests with the governors. Their effective oversight of the school's Health & Safety is facilitated through regular routines and reporting mechanisms, which include:

- Regular visits to the school and strategies to maintain an up-to-date understanding of regulatory requirements
- An annual in-school review of regulations and compliance
- The annual formal reviews of safeguarding and of filtering and monitoring of internet access.
- The Headteacher's termly reports to the Governors
- The schools' reporting to and access to information through the termly governance meetings and the school's Management meetings
- On-going access for consultation on regulatory and Health & Safety matters
- Governance oversight of the school's Self Evaluation documentation and School Improvement Plan

The Headteacher in conjunction with other staff members

- is responsible with the Health & Safety Co-ordinator for the implementation and operation of the policy as it affects their areas of responsibility
- will familiarise themselves with the school's Health & Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities
- will set up and implement safe methods of work
- will apply effectively all relevant Health & Safety regulations, rules, procedures and codes of practice
- will instruct all staff, pupils and others under their jurisdiction in safe working practices
- will carry out regular safety inspections of their areas and keep records of those inspections
- will ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks through staff abiding by risk assessments
- will ensure that all plant, machinery and equipment are adequately guarded, are in good and safe working order, serviced and maintained according to the manufacturers' schedules and that all reasonably practicable steps are taken to prevent unauthorised or improper use
- will make available appropriate protective clothing and equipment, first aid and fire safety equipment
- will ensure that toxic, hazardous and highly flammable substances are correctly used stored and labelled
- will provide appropriate Health & Safety information and training to relevant persons
- will report any Health & Safety concerns to the Health & Safety Coordinator and Health & Safety Committee.

All Members of staff will:

- be responsible to the Headteacher for the implementation and operation of the policy as it affects their areas of responsibility

- familiarise themselves with the school's Health & Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility
- assist the Headteacher in ensuring that the school environment and practices are as safe as is reasonably practicable
- set up and implement safe methods of work
- apply effectively all relevant Health & Safety regulations, rules, procedures and codes of practice
- instruct all staff, pupils and others under their jurisdiction in safe working practices (including fire safety, evacuation, invacuation and lockdown)
- carry out regular safety inspections of their areas and keep records of those inspections
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to reduce and control those risks through staff abiding by risk assessments
- ensure that all plant machinery and equipment are adequately guarded, are in good and safe working order, serviced and maintained according to the manufacturers' schedules and that all reasonably practicable steps are taken to prevent unauthorised or improper use
- use appropriate protective clothing and equipment, first aid and fire appliances
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- provide appropriate Health & Safety information to relevant persons
- keep up to date with developments in their particular field of work; and report any Health & Safety concerns to the Health & Safety Committee via the Health & Safety Co-ordinator.

Equal Opportunities

In implementing this policy all staff must ensure that the school's policy on non-discrimination and equal opportunities is taken into account. For further information, please refer to the separate Equal Opportunities policy.

Monitoring and Review

The Headteacher will monitor the progress and implementation of the policy. The HSC will liaise with the Headteacher and report to the Health & Safety Committee to ensure that it remains in line with school policies.

Policy for management, including identification, of visitors into the school site

Reference should also be made to the Guidance on contractors working in school.

Aim

To ensure the safety of pupils, staff and other adults and young people on the premises.

The standard procedure is for all visitors to enter by the main entrance and to enter their details (name, time of arrival and purpose of visit) in the visitors' electronic signing-in system located at the main office. The school admin staff will take responsibility for the visitor when on duty. At other times the Headteacher (or delegated deputy in his absence) is primarily responsible as 'admitting adult'. The Headteacher will designate a member of staff to act as admitting adult at times when she knows that the school office staff are unavailable. At no time will pupils be given responsibility for admitting visitors, although they may assist a member of staff in doing so.

Any member of staff admitting a visitor through any other door, or to any annex to the school, is personally responsible for ensuring that the visitor's details are recorded in the visitors' online system.

Particular attention must be paid to this rule if the visitor is not personally known to the member of staff. Staff may enter details for a visitor if they know the visitor.

Unless the admitting adult recognises the visitor and knows his/her business at the school, he or she will establish:

1. The identity of the visitor, through having sight of an appropriate identification document;
 - if the visitor is working on site he or she should provide evidence of address and official photographic identity (passport, driving licence, work issue card) on or before the first day of work
 - if the visitor is a volunteer previously unknown to the school, who will have supervised access to the children he or she should provide an acceptable form of identification
2. The purpose of the visit before admitting the visitor to the school and ensure that the visitor enters adequate visitor details in the visitors' online system and take that visitor to the person they are visiting.

If in any doubt about the visitor, he or she must ask the visitor to wait in the lobby area (between the two main doors, ensuring they are secured and inform the deputy head or Headteacher immediately.

Office staff will check the visitors' online system at the end of the school day to establish that all visitors entered in the book have a time of departure against their name, or (if not) that they have not yet left the school. Staff will note in the system details of any visitor where no time of departure has been recorded or for whom no details have previously been entered. The visitors' online system records will be available at the assembly point if there is an emergency evacuation of the school in order that the office staff/Headteacher may conduct a roll call of visitors still on site.

It is the duty of any member of staff to report to the Headteacher the presence in the school building or grounds of any person of whom they are suspicious, giving the best description they can of any such person. The Headteacher will keep a written record of such reports and details and will decide on appropriate action (which may include reporting to other local schools, the LA, the police and alerting all staff).

The Headteacher is responsible for ensuring that the procedures in this policy are followed by all staff. On behalf of the governors, the Headteacher will monitor the carrying out of this policy at least once a year.

Security and Entering the School during School Hours.

Any person arriving at the school for entry will be either;

- let in by the office team, having been appropriately identified or

- admitted by a member of staff who will identify the person and escort them to the main office.

All visitors must be directed to the main office.

All visitors must be required to log in on the electronic system, noting date, location, name, time in and out and reason for visit. If arriving by car, details of the registration may be recorded. Visitors are required to wear a badge to confirm their identity and that they have authorisation to be on the premises. The school uses a system of colour-coded lanyards to indicate the extent to which a visitor needs to be supervised. This coding is explained to staff and pupils, who also have instructions on how to respond should an unauthorised or unsupervised person be identified on site - Red if the visitor did not provide their DBS certificate and Green if they have provided their DBS certificate details.

The school will ensure that, in so far as is possible, the security of the grounds and premises is maintained. In addition to the procedures for the admission and supervision of visitors, already noted, this includes;

- ensuring that the school's perimeter provides appropriate measures to limit unlawful entry and pupil egress
- ensuring that gates, doors and other points of entry and exit are locked and/or monitored as appropriate
- having sufficient members of staff on duty at times of pupils' arrival and departure
- ensuring appropriate external lighting for safe entry and exit in hours of darkness
- changing door codes at regular intervals or when a code is known or suspected to be known by an unauthorised person.

The DfE produces guidance on physical and digital security in schools. [School and College Security Guidance](#) was updated in July 2026. [Protective Security and Preparedness for Educational Settings](#) provides advice to help educational settings be better prepared and able to respond to terrorism and other major incidents. These documents provide useful information and links for further advice and support.

Exceptional Procedures

Any suspicious person will be asked to wait outside whilst a second member of staff is called. Should an adult try to force entry into the school the following guidelines should be followed:

- If practical, the door should be closed upon any such person trying to enter.
- Help or assistance should be called for while any staff and pupils are instructed to go to their classroom or assembly point and to tell other members of staff that 'a stranger has entered the building'.
- Any member of staff not involved in supervising pupils should go to provide assistance.
- If necessary, the school's lockdown policy will be implemented

The DfE has produced useful guidance on [Controlling Access to School and School Premises \(November 2018\)](#).

Violence to Staff

Occurrences of violence towards staff are, thankfully, very rare. However, there may be occasions when a member of staff has to deal with verbal or physical aggression from a parent, visitor, or even a pupil or a fellow member of staff. Staff are familiar with the school's policy on restrictive intervention including physical restraint and reasonable force, found in the Positive Behaviour Policy, and will follow this in the event of any aggression directed towards them by a pupil.

Where potential aggression, from an adult or a pupil, may be predicted, staff are instructed to ensure that a member of the school's leadership team attends any planned meeting. Staff also receive guidance on how to manage and diffuse a situation in which verbal or physical aggression occurs, which had not been predicted.

Appendix 1

BUILDING SECURITY AND VISITORS' NOTICE

Welcome to Mapledown School

Please read and note the following information.

- a. Signing in and out: please remember to sign both in and out of the visitors' online signing-in system.
- b. In the event of a fire: the fire alarm will sound and you must evacuate the building as quickly as possible, do not stop to collect belongings.
- c. You must go to the assembly point via the marked fire escape routes. Please evacuate by the nearest safe exit.
- d. In the event of any injury: please inform a member of the office staff.
- e. If you should identify a hazard please tell a member of staff.
- f. Toilets: staff and visitors' facilities are situated near the staff room.
- g. Badge: you are required to wear a visitor's badge while in school. Please obtain one from a member of staff in the office and remember to return it when leaving and signing out.
- h. The School's Designated Safeguarding Lead (DSLs) are Sandra Chaaya and Caroline Garvey. The Deputies are Charlotte Abley and Michaela Pogue. If you have any safeguarding concerns during your visit, please report them to the DSL team.

Thank you.

Appendix 2- LOCKDOWN PROCEDURE

Rationale

Mapledown School is implementing this procedure to ensure that in the event that students and staff are faced with hazards in the school grounds or outside the school, students and staff may be locked within buildings for their own safety.

This procedure applies to employees, volunteers, parents/carers/pupils, and people visiting the school site. It covers the procedures staff should take if and when the school is required to go to lockdown.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school) - **FULL LOCKDOWN**
- An intruder on the school site (with the potential to pose a risk to staff and pupils) - **FULL LOCKDOWN**
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc) - **PARTIAL LOCKDOWN**
- A major fire in the vicinity of the school - **PARTIAL LOCKDOWN**
- The close proximity of a dangerous animal roaming loose - **PARTIAL LOCKDOWN**

Aims

- To provide a safe and secure environment for our students, staff and visitors.
- To establish protocols and procedures that effectively monitor and manage a potentially dangerous situation.

Procedures

There are two levels of lockdown :

- **Partial lockdown** during which school activities carry on as normal practice. However, entrances and exits to the school are monitored closely and all staff are aware and on alert to be vigilant. Children and parents would not be aware of the situation in this instance.
- **Full lockdown** during which all staff and children would be inside the building, classrooms doors and windows barricaded and emergency services fully involved. Children and parents would be fully aware of the situation in this instance.

Before either 'lockdown' procedure is implemented, the school will seek advice from external emergencies services. It may be that 'Partial' alert is implemented as a precautionary measure until there is clarity on the level of threat.

Or the Headteacher will be advised to implement the lockdown by emergency services or other external agency or internal identification by a member of staff, visitor or parent.

Partial Lockdown - The following procedures should be followed when the threat is **outside** of the school's main building/perimeter.

Alert to staff: 'Partial lockdown' - Be direct. DO NOT USE CODES - **The black school radios with the message "partial lockdown" will be used. The office will also use the paging facility to communicate with all classes and other staff on Laila's phone.**

Immediate action:

- If required, call the relevant services (i.e. fire brigade, RSPCA, Barnet Council).
- Exterior perimeter doors/gates ARE TO BE LOCKED (these include the classroom doors that give access to the playground - they should be locked)
- All outside activity to cease immediately, pupils and staff must return to the building (nearest to where they are).
- All staff and pupils MUST remain inside. All windows must be closed unless specified by SLT
- Senior leaders will conduct an ongoing risk assessment based on advice from the emergency services or Barnet LA, depending on the nature of the incident.
- Anyone in a communal area must return to their classrooms or offices. Visitors (including staff from other sites) must go to the main office for further advice.
- Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room, **call the office on 221**. Students not in their usual classroom may be directed back to their class, or their equipment/medications may be brought to where they are located.
- Nurses, Physio, OT, kitchen staff and IT staff call the office on 221 to confirm they are inside and secure.
- If the fire bell sounds YOU ARE to leave the building and go to your designated assembly point.
- DO NOT leave the assembly site until you have been given the "all clear" by a member of SLT.

Full Lockdown - The following procedures should be followed when the threat is **inside** of the school's main building/perimeter.

Alert to staff: 'Full lockdown' - Be direct. DO NOT USE CODE NAMES - **The black school radios with the message will be used. The Aid Call Alarm system will be activated. STAFF ONCE IN THEIR ALLOCATED CLASSES MUST OPEN THE SHARED GOOGLE DOCS FOR SILENT COMMUNICATION. STAFF WILL BE ABLE TO ACCESS THIS FROM A SHORTCUT ON THEIR DESKTOP AND ALL IPADS. THE LINK WILL BE SHARED TO ALL STAFF IMMEDIATELY. STAFF MUST REMAIN IN THEIR CLASS, EVEN IF THE AID CALL ALARM CEASES, AND UNTIL THE CODE WORD FOR "END OF LOCKDOWN" HAS BEEN COMMUNICATED BY SANDRA OR THE LEAD STAFF.**

Immediate action:

- **In the event that the emergency services did not contact the school, the school will call 999 and advise them of the situation.**
- **Premises staff, lead and office staff will fully secure the premises *: External gates will be closed and locked to ensure no one can enter or leave and the exterior doors to the school (main entrance) should be locked.** Doors in classrooms leading to the corridor and playground areas must be locked (they should be locked and/or secured with furniture/secured with door jammer). **Office staff, if safe, will open the exit gate and keep the front door on "continuously open" to enable the emergency services to enter the site as quickly as possible.**
- Staff should alert Classes that are OUTSIDE in the playgrounds and direct them to the nearest classroom if safe to do so via the radios or by calling them.
- Internal pupils **MUST** return to classrooms (nearest to where they are. If they are already in a room that can be secured, and have access to a phone, they must follow the procedure below). If they are in a room that can be secured but does not have a phone, they must secure the room and remain where they are, until they have been told that it is safe to exit.

- Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room, and **communicate via the shared google document [Lockdown Comms folder, Emergency Comms doc: Emergency comms]**. If not connecting / no internet access, contact Sandra via her mobile - this is an emergency situation during which the lead staff in each room can use their mobile to contact Sandra/Deputies/office via text. In the event that a child is missing, the school will follow the Missing Child Policy in so far as is possible in the circumstances.
- Once all pupils are accounted for in their classrooms, classroom doors should be locked and pupils asked to sit quietly, away from sight.
- All staff will remain in classrooms/at the invacuation point, keeping children calm and away from windows.
- Classroom doors are locked (if they can be) and access points are blocked (move furniture to obstruct doorways) and use the door Jammers.
- Windows to be locked if they have locks, blinds or curtains drawn, pupils are to sit as quietly as possible and out of sight if possible (e.g. under desks or around a corner / against a wall, and away from windows.)
- Lights should be turned off. If there is concern that there is a danger of explosion, ensure that any blinds and curtains are closed.
- All mobile phones should be turned to "silent".
- Office staff should gather in Caroline DL's office, close blind and secure the door with a door jammer. They will also contact any groups of staff and pupils who are off-site at the time of the lockdown (e.g. for trips, off-site sport) and advise them not to return to school until the 'all clear' message has been given.
- Nurses and therapists should secure themselves in their office. Any staff in the clinical room go straight to Flamingo class. Therapy staff and nurses to confirm they are accounted for via the shared google document - Emergency comms or text Sandra.
- Music therapy in SaLT office should secure the door and confirm they are accounted for via the shared google document - Emergency comms or text Sandra.
- Staff in Resources room (including IT) to secure doors and use the google document - Emergency comms and the main school kitchen secure doors, and call 236.
- Anyone not in their classrooms i.e., toilet/corridor/Hall etc should make their way to the nearest classroom, including visitors, who will be asked to stay, not to leave, and asked to remain quiet, turn their phones off and stay out of sight. The lead staff in each room will inform the office via Emergency comms
- Any staff in the gym, staffroom, transition and fountain rooms must remain there and inform office via Emergency comms In the event staff in the gym do not have access to the Emergency comms, they should remain there until directed by SLT.
- **DO NOT** leave the building until you have been given the all clear by a member of SLT or the emergency services.
- If the fire bell sounds **DO NOT** leave the building unless instructed via the silent communications.

Follow the **CLOSE** procedure:

- Close all windows and doors
- Lock up
- Out of sight; minimise movement
- Stay silent and avoid drawing attention
- Endure; be aware you may be in lock down for some time

*The lockdown will proceed in the following priority, if safe to do so:

- The external gates will be closed and locked ensuring no one can enter or leave the premises
- The school will then be locked, starting with main entrances

Implementation

- All staff and visitors: It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, teaching staff, non-teaching staff and visitors. To

achieve this, lockdown drills will be undertaken termly for staff. For pupils, termly partial lockdown will take place. For staff, termly lockdown drills will take place.

- For parents: Parents too should know that the school has a lockdown procedure, and a copy should be placed on the school's website. If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open.
- Any member of staff could be the first to raise an alarm for a lockdown by alerting the office staff, so it is important that all employees are aware of the plan. Procedures will be shared at induction for all new staff.

Monitoring the Site Entrances:

- Once the site is secure, any staff outside should return to the building and monitor entrances discreetly from the side windows or CCTV if safe to do so.
- Staff should open the gates only when visual confirmation of the presence of the Emergency Services can be verified.
- If the procedure is not a drill or exercise, parents will be informed through an electronic message:
 - *School is in a lockdown situation due to*
 - *The emergency services are aware of the situation and are working with the school. All external doors are locked, nobody is allowed in or out of the building.*
 - *Please do not collect your child or come to the school until you receive the 'all clear' message.*
 - *Thank you.*

Duties and staff responsibilities in a lockdown

Headteacher - inform emergency service

Headteacher and Deputies/Assistant Heads - Check all corridors and hall clear of pupils (if possible use radio to communicate location)

Teachers and teaching assistants - Detain pupils in the classroom, keep everyone calm and keep them secure by locking windows and doors

Caretaker: Report to the SLT and assist in securing the school, site access, building and grounds.

Office Manager: Report to the SLT and assist in gathering information about location of staff and pupils.

SLT, Office manager and caretaker: Be available to brief the emergency services, Local Authority Health & Safety team on building design and operations. Have information available on emergency shut-off controls for utilities, alarms, bells, etc

All staff - do not allow anyone in or out until given the all clear by the headteacher or the emergency services.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents. **Parents and carers will be assured that in the event of a lockdown, the school's overriding consideration is the safety and well-being of their child and school personnel.**

After the event

Drill or exercise

As with a fire drill, a lockdown or evacuation will be logged. The log will record the date and time of the drill, the time taken to account for everyone, any areas which did not go well or could be

improved, resulting action taken and any aspects which are worthy of noting because they did work well. The log of lockdowns and invacuations is monitored and analysed by the Headteacher who reports on the analysis to the Health and Safety Committee and SLT.

Lockdown or Invacuation due to a real event

If the lockdown or invacuation is not as a result of a drill or exercise, the same procedures for logging and analysing, as described above, will take place. In addition, the Headteacher will undertake a formal review of the event to establish how well it was undertaken, what lessons can be learnt for future eventualities, whether these procedures would benefit from amending and whether events indicate that further staff training is needed. The formal review may also involve representation from governance, the LA, the emergency services and/or other external bodies and will be reported to the Health and Safety Committee/SLT and the Governing Body.

School recovery following a lockdown

A debriefing should occur in all situations following a lockdown. The nature and severity of the incident will dictate who should be included in the debriefing. In all cases, communication is vital.

Flowchart of Lockdown Procedure:

