

School safety

Review entrances, out-of-hours protection, staff readiness and arrangements for events and open days.

Entrances and premises

- ☐ Check that gates, entrances and boundaries close and secure properly. Report repairs to the responsible person.
- ☐ Review visitor sign-in, identification badges and how unexpected visitors are met and escorted.
- ☐ Check out-of-hours alarm, CCTV and lighting arrangements, including who holds keys during holidays.

Staff training and procedures

- ☐ Confirm all staff know the school's safeguarding, visitor and incident reporting procedures.
- ☐ Review the school's lockdown and evacuation procedures with leadership and the local authority guidance.
- ☐ Agree how staff raise alerts and communicate during an incident, with a backup if normal communications fail.

Events and readiness

- ☐ Plan entry, supervision and exit routes for events and open days. Keep emergency exits clear.
- ☐ Practise lockdown and evacuation drills as the school's procedures require, then review lessons learned.
- ☐ Keep site plans, access codes and sensitive procedures securely offline and shared only with those who need them.

General preparation guidance only. Not a site-specific risk assessment, legal advice or a guarantee of safety. Follow venue procedures and supplier guidance. Never confront a suspected intruder. In an emergency, call 999.