

School Buildings Safeguarding Audit

To assist schools in evaluating school site security under their safeguarding and Child Protection duties

School **Holly Park**
Date carried out **November 2025**
By **HT, SLT, DSL, Safeguarding governor, Site Manager, Chair of Premises**



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SAFEGUARDING and CHILD PROTECTION
An audit for school governors, headteachers and staff

This audit has been designed to assist schools in ensuring that they have the evidence to show that their procedures are good and to identify any actions needed to make improvements. Please answer questions with a 'yes' or 'no' and then, if required, use the 'Actions' column to identify actions required or desired, with a time frame in the 'By' column.

1	The school perimeter	Answer Y / N	Actions	By
1.1	Does your school have a perimeter fence that is at least 6 feet high? Please explain if not and identify the action(s) you are taking if action is required.	Yes	Playground expansion has created a bit more of a risk The gates are near the pavement – strangers could look in and pass things through Green lining was added to gates 2024 following action in last audit	
1.2	Are all access gates secure?	Yes		
1.3	Do you have control over your access gates? E.g. buzzer in the school office. If not please explain and identify any action(s) required.	Yes	And cameras in offices Also CCTV	
1.4	Do you check the identity of visitors at this point? <i>E.g. do staff ask their name? Have they ever refused entry? Do you have a list of visitors expected for that day?</i>	Yes	Yes – visitors are asked their name and what they want Office aware of supply & visitors for the day	

	If not, please explain and identify any action(s) required.			
1.5	<p>For Primary</p> <p>Could a child exit the gate following a visitor being let in or out of the premises?</p> <p>If Yes, please explain and identify any action(s) required and if there is a risk assessment in place.</p>	Possibly	<p>There is another internal gate However this is not a locked gate – it acts as a deterrent to stop children going down the path towards the buzzed gate Therefore it is not impossible for a child to get out There is a general site security risk assessment in place They could press the exit button – if they really want to</p>	
1.6	<p>Once someone has entered through a gate are they channelled directly to the school office?</p> <p><i>Consider if a person is more likely to wonder around and find another entrance? How clearly is the school office sign posted?</i></p> <p>If no, please explain and identify any action(s) required.</p>	Yes	<p>Only in terms of – office staff say please come to the office and there is very visible signage – they then wait to greet the visitor</p> <p>School office is very clearly signed</p> <p>Staff watch on the monitor and also greet people in the foyer</p> <p>However – there is not physical channelling – a visitor COULD go anywhere</p> <p>After a meeting in school time with a parent or visitor – they will be led back to the school gate</p>	
1.7	For any access point that is not secure at this point, do	N/A		

	you have a risk assessment in place?			
2	Children's arrival and dismissal	Answer Y / N	Actions	By
2.1	<p>Do staff man the access gates at the beginning and the end of the day? <i>How many staff are on 'gate duty'? Is this adequate?</i></p> <p>Do these staff understand their role and challenge unauthorised people?</p> <p>If no, please explain and identify any action(s) required.</p>	Yes	<p>The Site manager is at the main gate on the street at the start of the day</p> <p>In the morning there are usually 2 members of staff at the barrier point and some extra 1:1 TAs</p> <p>At the end of the day there is usually at least one person by the internal school gate</p> <p>Yes they understand the role Yes they challenge parents about entering the site if they should not</p>	
2.2	<p>Are parents or visitors able to enter the building during these times?</p> <p>If yes, please explain and identify any action(s) required.</p>	Yes	<p>In the morning parents do not come on site at all except nursery</p> <p>Nursery parents do not go inside</p> <p>At the end of the school day - We constantly remind parents that they are not allowed in school before school or at the end of the school day Staff do know to stop and challenge anyone who does</p>	

			<p>Junior building is the biggest area of concern</p> <p>The office doors have signs up to say no parents beyond this point.</p>	
2.3	<p>How do you ensure that intruders are identified and challenged?</p> <p>Primary:</p> <p><i>How would you know if an intruder came in at this time?</i></p> <p><i>Are parents/carers aware of their responsibility to alert school staff?</i></p> <p>If no, please explain and identify any action(s) required.</p>	Yes	<p>Intruders would not have a visitor pass</p> <p>All legitimate visitors should have ID</p> <p>Staff challenging anyone suspicious or without ID</p> <p>However NOT possible to identify all visitors collecting a child because aunts, uncles, neighbours etc may have been asked to collect.</p>	
2.4	<p>Are risk assessments in place for the beginning and the end of the school day? When was the last review?</p> <p>If no, please explain and identify any action(s) required.</p>	Yes	<p>We do have a site security policy and risk assessment</p> <p>They are reviewed annually in January each year</p> <p>Included sections are - start and end of the day within site security policy</p>	
2.5	<p>For Primary</p> <p>Do parents understand that they should not attempt to distract the school staff with responsibility for greeting and dismissing children?</p>	Yes	<p>Parents know the procedure for dismissal and greeting</p> <p>Whilst this is very difficult to reinforce- as some parents do want to talk to a member of staff – that is the reason for having more than one staff member at the gate</p>	

3	Pupils	Answer Y / N	Actions	By
3.1	<p>Are pupils able to identify people who are authorised visitors in your school?</p> <p><i>How do you know that a pupil would alert the school if they suspected an intruder was on/in the premises?</i></p> <p>If no, please explain and identify any action(s) required.</p>	Yes	<p>They know they wear lanyards</p> <p>Constantly remind people</p> <p>All staff need to wear these even if they are well known to children and families</p> <p>In safety assemblies – children are reminded that staff and visitors wear lanyards</p>	
4	Early Years	Answer Y/ N	Actions	By
4.1	Is the outside play area secure?	Yes		
4.2	Is play equipment checked every day to ensure it meets standards?	Yes	<p>Visual inspection at set up</p> <p>Also staff report broken equipment E.g some equipment is currently taped off whilst we await quotes/ repairs from a company Staff report to Simon and CC Ann in</p>	
4.3	Are there any sharp edges or objects that children could touch?	No	In other areas outside EYFS - Amazon climber is regularly sanded if splinters reported	
5	Breakfast and after school clubs	Answer Y / N	Actions	By

5.1	Can pupils that attend clubs, after or before school, able to exit the school during this time?	No	Breakfast club staff member is at the gate Gate is locked	
5.2	What are the arrangements for dropping off and picking up from clubs? Can anyone walk into the building or the grounds during this time? Is there a risk assessment in place?	No	Morning – there is an adult at the gate After school clubs - Parents collect from a designated place off school site Children are brought out to the parents The gate is still closed and buzzed EYFS After School Club parents go round to the nursery doors to collect	
6	Role of the Caretaker and staff training	Answer Y / N	Actions	By
6.1	Does your caretaker do a regular ground sweep of the perimeter and does this include checking the condition of playground equipment to ensure it meets standards? If no, please explain and identify any action(s) required.	Yes	Regular walks of site Assistant caretaker - does site inspection daily for litter, fox poo, leaves etc Regular checks of equipment Responding to issues and repairing Play equipment inspection 3 times per year by an approved inspector	
6.2	Are there clear systems in place for broken equipment to be reported? If no, please explain and identify any action(s) required.	Yes	Staff e-mail site manager copying in DHT and HT HT keeping emails from staff as a record of jobs to do / done following audit 2023 Office also report more urgent issues directly	

			e.g toilets that don't work, floods etc	
6.3	Are drains regularly checked and cleaned?	Yes	Annually	
6.4	Are your toilets in good condition? If no, please explain and identify any action(s) required.	Yes	Childrens toilets are adequate and frequently needing repair Boys toilets have good vision Girls toilets are more of a problem for visual inspection and therefore often need more repair as damage happens more often Occasionally Graffiti is removed straight away IF it happens The toilet furniture is in good condition Hand driers etc are in good condition If children treating toilets badly and not respecting them – then special assemblies are called to reiterate expectations	
6.5	Has your caretaker and /or others in the school, had 'ladder training'? Do you ensure that only those trained carry out work beyond normal reach?	Yes	Staff have regular ladder training and reminders at the start of each year Site Manager will do Annual certificate in working at heights for primary schools and academies in academic year 2023/24 *Ensure that new staff need ladder training. All staff should have reminders	
6.6	Has your caretaker had hazardous materials training? How long ago was this training and is a re-fresher required?	Yes	Annual certificate in handling, storing and displaying of hazardous materials (COSHH) for primary schools and academies	
6.7	When did your caretaker last have Health and Safety training?		The following courses are regularly completed online with The National College	

			<p>and certificates kept by the DHT</p> <p>Certificate in legionella awareness for primary schools and academies</p> <p>Annual certificate in fire safety for primary schools and academies</p> <p>Annual certificate in handling, storing and displaying of hazardous materials (COSHH) for primary schools and academies</p> <p>Certificate in understanding electrical safety in primary schools and academies</p> <p>Annual certificate in health and safety for primary schools and academies</p> <p>Annual certificate in health and safety at work</p> <p>Annual certificate in understanding risk assessments for primary schools and academies</p> <p>Certificate in using machinery at primary schools and academies</p> <p>Certificate in emergency response & planning at primary schools and academies</p> <p>Annual certificate in manual handling for primary schools & academies</p> <p>Certificate in accident reporting for primary schools & academies</p> <p>Annual certificate in display screen equipment for primary schools & academies</p> <p>Annual certificate in working at heights for primary schools and academies</p>	
6.8	When was the last whole school Health and Safety training?		Every year - Annual certificate in H&S for staff in primary & secondary schools – all staff	

			September Inset – general H&S reminders	
6.9	How many fire drills do you have per year? Is there a de-brief/reflection on how it went? Have any lessons been learnt?		<p>We have 3 fire drills per year</p> <p>There is a record kept in a log book There is a de brief after each one and notes made Staff reminded of anything they should change or do differently in briefing notes Any actions necessary are taken</p> <p>There are always small things to be learned each time and reminders needed</p> <p>Fire drill information is reported to governors each term</p>	
6.10	How many invacuation drills do you have per year? Is there a de-brief/reflection on how it went? Have any lessons been learnt?		<p>We have 3 Lockdown drills per year</p> <p>There is a record kept in a log book There is a de brief after each one and notes made Staff reminded of anything they should change or do differently Any actions necessary are taken</p> <p>There are things to be learned</p> <p>Lockdown information is reported to</p>	

			governors each term	
7	Vehicles on the school premises	Answer Y / N	Actions	By
7.1	<p>Do vehicles, parked in your car park, leave or arrive at the same time as your children? Are children likely to be in the way of vehicles entering and exiting the premises?</p> <p>If yes, is there a risk assessment in place? Is it regularly reviewed?</p> <p>If no, please explain and identify any action(s) required.</p>	No	<p>Not in the way of vehicles on our grounds</p> <p>Staff only car park - so no parents</p> <p>All staff should be in school by 8.30am before children arrive</p> <p>However, some staff do finish at 3.30pm – so could be exiting the car park across the public highway</p> <p>Staff need to exercise caution when leaving – (especially at hometime) due to poor sight lines with the front hedge and bushes</p> <p>Have a vehicular access risk assessment</p>	
7.2	<p>Are staff or visitors that leave at dismissal time, and wish to park in this area, directed to park off site or leave later?</p> <p>If no, please explain and identify any action(s) required.</p>	No	<p>We feel that the risk is manageable and negligible.</p> <p>There have been no accidents of this nature or near misses reported</p> <p>School Streets outside the car park helps mitigate</p>	