School Security: Four-Layer Walk-Through Checklist

Use this checklist to look at your school's security from the boundary to the classroom door.

School or College: _____

Site: _____ **Date:** _____

Completed By: _____

Mark each question with a tick on **Yes**, **No** or **Partly**. Use the notes column to record actions, owners or matters that need further advice.

Layer	Question	Yes / No / Partly	Notes and Follow-Up
1. Perimeter	Are fencing, gates and boundary points maintained and appropriate for the way the site is used?	Y N P	
1. Perimeter	Can staff identify when gates or external doors have been left open or propped?	Y N P	
1. Perimeter	Are approaches, entrances and less visible parts of the site adequately lit for their use?	Y N P	
1. Perimeter	Where CCTV is used, is it positioned and maintained to support the school's security arrangements?	Y N P	
2. Entrance	Can visitors see where to report when they arrive?	Y N P	
2. Entrance	Are visitors identified and managed in line with the school's own procedures while on site?	Y N P	
2. Entrance	Are side doors, delivery entrances and gates assigned to a named person or team?	Y N P	

Layer	Question	Yes / No / Partly	Notes And Follow-Up
2. Entrance	Does access control work consistently at the main entrance and other controlled entry points?	Y N P	
3. Inside the Building	Can the school limit access to particular corridors, departments or areas when appropriate?	Y N P	
3. Inside the Building	Are internal doors and routes clearly understood by staff who may need to direct pupils or visitors?	Y N P	
3. Inside the Building	Is there a clear way to alert staff and pupils to an incident and give them instructions?	Y N P	
3. Inside the Building	Do supply staff, contractors and regular visitors know what the relevant signals and instructions mean?	Y N P	
4. The Room	Can every classroom door be secured from inside, by anyone, without a key, in seconds?	Y N P	
4. The Room	Have room users been shown what to do with the particular door they use?	Y N P	
4. The Room	Have door direction, door condition, fire safety requirements and escape arrangements been checked before introducing any additional measure?	Y N P	
4. The Room	Can room-level arrangements support the school's procedures without preventing safe escape?	Y N P	

Next Steps

Use the completed checklist alongside your security policy, risk assessment and emergency planning. It is a practical prompt for discussion rather than a compliance checklist. Where a question identifies a gap, agree an owner, a realistic next step and a review date.

This checklist concerns physical site security. Safeguarding responsibilities should continue to be managed through the school or college's safeguarding policies and procedures, including Keeping Children Safe in Education.