



Fairlight Glen Independent Special School

Secure Boundary and Fire Safety Policy Statement

Procedures and Guidance

This statement covers the secure boundary and fire safety requirements for Fairlight Glen. It is a requirement that all members of Staff have access to this policy both on-line and in the staff handbook of policies.

Date written: September 2025

Date of next review: September 2026

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Fairlight Glen Independent Special School

Secure Boundary and Fire Safety Policy Statement

Purpose

This policy sets out the measures our school will take to maintain a secure perimeter while ensuring all fire escape routes remain fully compliant with statutory fire safety requirements.

Scope

This policy applies to all staff, governors, contractors and visitors on the school site, including outdoor play areas and internal circulation spaces.

Roles and Responsibilities

- Governing Body
 - Approve and review the combined security and fire safety policy annually.
- Headteacher
 - Oversee implementation, ensure adequate resources, and report incidents or near-misses.
- HR/Finance Manager
 - Coordinate risk assessments, maintenance schedules and statutory inspections.
- Site Maintenance Team
 - Carry out daily perimeter checks, log defects, and ensure fire doors and exits are operational.
- All Staff
 - Familiarise themselves with evacuation procedures, report security or fire safety concerns, and support supervised lockdown or evacuation drills.

Secure Boundary Measures

- Perimeter Fence
 - Minimum height of 2.0 m panels in place
- Controlled Access Points
 - Gates fitted with push bar. Front door locked and monitored by staff
- Visibility and Landscaping
 - Vegetation trimmed to maintain clear sightlines: planting under 1.0 m and tree canopies above 2.0 m.
- Surveillance and Lighting
 - CCTV coverage of key boundary zones and movement-activated external lighting.
- Internal Zoning
 - Music room blind spot monitored by CCTV surveillance .

Fire Safety and Evacuation Measures

- Emergency Exit Hardware
 - Panic-bar or push-pad fittings on all external escape doors, unlocked from inside without a key.
- Fire Doors and Protected Routes
 - Doors maintained to full fire-resistance standards, never wedged open, with clear signage.
- Escape Route Maintenance
 - Corridors and stairwells kept free of obstructions; emergency lighting tested monthly.
- Drills and Training
 - Termly evacuation exercises and annual full-site lockdown drills, with records of attendance and times.
- Fire Risk Assessments
 - Conducted at least annually by a competent person, with actions logged and completed within agreed timescales.

Integration of Security and Fire Safety

- Dual-Locking Systems
 - Devices that secure externally yet release instantly under panic-bar operation internally.
- Risk Assessment Coordination
 - Joint reviews of site security and evacuation plans to identify and resolve any conflicts.
- Liaison with Authorities
 - Regular consultation with Kent Fire and Rescue Service and local safeguarding partners to validate arrangements.

Monitoring, Review and Training

- Audits and Inspections
 - Site Maintenance Team to log weekly boundary checks; HR/Finance Manager to compile monthly reports.
- Continuous Improvement
 - Feedback from drills and incident debriefs used to update procedures and training materials.
- Staff Induction and CPD
 - All new staff receive a briefing on combined security and evacuation protocols; annual refresher training for all employees.

References and Compliance

- Regulatory Reform (Fire Safety) Order 2005

- Building Bulletin 100: Fire Safety Design for Schools
- Department for Education Site Security Guidance
- Keeping Children Safe in Education (KCSIE) 2025