



School Safety and Security Management Course: Risk Assessment, Visitor Control and Lockdown Drills

26 – 30 October 2026

London - Central London four-star



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Introduction:

School safety and security management, covering risk assessment, visitor control and lockdown drills, is a 1-week course for school leadership, campus safety and education authority units that ends with a School Safety and Security Plan for a case school. Schools face injuries, intrusions and confused drills when gates stay open, visitors go unescorted, playgrounds lack a duty rota and laboratories are checked only after an accident. Nominees already lead or oversee daily safety on a school site, and learning is by inspection walkthrough against campus checklists. CoreConcept Training Center delivers this school safety and security management course.

Course Objectives:

- Assess hazards and security weak points across a school campus and record them in a scored school risk register
- Apply CPTED principles and layered physical security to the perimeter, entrances, corridors and classrooms of a school
- Run visitor sign-in, escort and authorised pupil collection procedures that keep unknown adults away from pupils
- Organise playground, break-time and laboratory supervision with duty rotas and practical lesson safety rules
- Plan, run and evaluate lockdown and evacuation drills suited to the age groups and needs of the pupils
- Manage incident reporting, threat triage and parent communication within a School Safety and Security Plan

Target Audience:

- School leadership units accountable for the overall safety of pupils, staff and visitors on campus
 - Campus safety and security units that inspect premises, keep risk registers and organise drills
 - Education authority safety units that set safety policy and review schools across a district or network
 - School operations and facilities units responsible for gates, reception, buildings and play equipment
 - Science department leads responsible for laboratory storage, practical lessons and technician routines
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Course Outline:

Day 1: School Safety Foundations and Campus Risk Baseline

- School Safety and Security Roles of Principal and Committee
- School Hazard Categories From Slips to Intruders Mapped
- Campus Vulnerability Assessment Walk Using a Security Checklist
- School Risk Register Scoring Likelihood and Severity per Hazard
- Current Safety Records Review of Injuries and Near Misses

Day 2: Layered Security, CPTED and Lockdown Models for Schools

- Layered Physical Security From Perimeter to Classroom Door
- CPTED Natural Surveillance and Access Control on School Grounds
- CPTED Territorial Reinforcement and Maintenance of School Premises
- Preventive and Emergency Lockdown Models Compared for Schools
- Shelter-in-Place, Lockout and Evacuation Decision Criteria Matrix

Day 3: Daily Access Control, Supervision and Laboratory Safety

- Visitor Sign-In, Badge and Escort Procedure at Reception
- Pupil Arrival, Dismissal and Authorised Collector Verification Routine
- Playground and Break-Time Supervision Duty Rota Design
- Science Laboratory Chemical Storage and Practical Lesson Safety Rules
- Building Safety Checks for Fire Doors, Glazing and Play Equipment

Day 4: Drills, Threats, Incident Reporting and Parent Communication

- Lockdown Drill Planning by Age Group With Minimal Distress
- Evacuation Drill Timing, Roll Call and Pupils Needing Assistance
- Anonymous and Social Media Threat Triage for School Leaders
- Incident Reporting Form, Bystander Reporting Channel and Investigation Steps
- Parent Notification Templates and Reunification Point Arrangements

Day 5: Inspection Walkthrough and the School Safety and Security Plan

- Case School Campus Walkthrough Against the Security Checklist
 - Case School Risk Register and Control Priorities Update
 - Case Visitor Control and Supervision Procedure Redesign
 - Case Lockdown Drill Tabletop Exercise and Debrief Notes
 - School Safety and Security Plan Completion and Peer Review
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Skills You Will Gain:

- Campus Vulnerability Assessment
- School Risk Register Scoring
- CPTED Site Review
- Visitor Management
- Playground Duty Planning
- Laboratory Safety Supervision
- Lockdown Drill Design
- Threat Triage

Why Attend This Course:

- Deliver a School Safety and Security Plan for a case school to the principal and the school safety committee for approval
- Decide when a situation calls for a preventive lockdown, a full lockdown, shelter in place or evacuation, using agreed criteria
- Avoid unescorted visitors, unsupervised playgrounds, laboratory accidents and poorly run drills that harm pupils and erode parent trust
- Share the campus checklist, risk register, visitor procedure and drill templates with teachers, reception and facilities staff

Conclusion:

Back at work, the participant gives the principal and the school safety committee a School Safety and Security Plan that sets the risk register, access and visitor rules, supervision rotas, laboratory controls, drill calendar and parent communication routes for the school. Leadership uses it to set spending priorities for gates, locks and signage, and education authority safety staff can use it to compare schools. After the first lockdown and evacuation drills under the plan, the school should review timings, gaps found and incident reports, then update the register.

Frequently Asked Questions FAQ:

What should participants know before a school safety and security management course?

Participants should already lead, inspect or oversee daily safety on a school site. Bringing a campus plan, a current risk register, visitor log format or drill record helps them apply the inspection walkthrough exercises to their own school.

How does school safety and security management differ from a general emergency response planning or school transport course?

It centres on the school campus during the school day: risk registers, visitor control, playground and laboratory supervision, lockdown and evacuation drills with pupils, and parent communication. Emergency response courses cover incident command at any site, and school transport courses cover buses and routes.

Why do schools practise lockdown drills as well as evacuation drills in school safety and security management?

Evacuation moves people away from a danger inside the building, while lockdown keeps them inside secured rooms when the danger is outside or moving through the site. Practising both, briefly and calmly, lets pupils and staff choose the right response quickly.

What do participants take back from school safety and security management training?

Participants take back a School Safety and Security Plan for a case school, with a campus checklist, scored risk register, visitor and collection procedure, supervision rota, drill plan and parent notification templates they can adapt to their own school.
