



Sign:

Date: March 2023

Review: March 2025 or sooner if required

## **Dealing with Intruders**

We believe it is essential to have in place exceptional school security systems to protect pupils, school personnel, visitors and equipment. Parents need to feel confident that everything has been done to create a safe and secure working environment for their children. Our principal aim is to ensure the personal safety of the whole school community.

We are aware that all members of the school community are vulnerable to assault from intruders while in the school building or school grounds. We believe that a person or a group of people found on the school premises who have not followed correct visitor procedures can best be described as intruders. In such a situation school personnel are advised to assess whether the intruder is or is not a security risk before challenging the individual/s to establish their identity and the purpose of their 'visit'.

School personnel must be aware that intruders might be visitors with legitimate school business or they may be individuals who may pose a security risk. School personnel have a duty to assist in the personal safety of the whole school community by dealing with all suspicious persons who appear on the school premises or grounds in a calm non-confrontational manner.

We have a duty to make the general public aware that the school is not a public place to which they are entitled to have access. Any person who enters without permission is a trespasser and should be asked to leave. However, trespass is not a criminal offence but if a trespasser refuses to leave the school premises, re-enters after being asked to leave or causes a disturbance he/she could be committing a criminal offence under section 547 of the Education Act 1996.

### Aims:

- To ensure the personal safety of the whole school community by having in place procedures to deal with intruders to the school building or school grounds.

### Procedure:

## **Role of the Governing Body**

- The GB has:
  - appointed a Site Manager to put into practice school security measures;
  - delegated powers and responsibilities to the Headteacher to oversee all school security measures;
  - appointed a Security Committee or Premises Committee composed of one governor, the Headteacher, Site Manager and a member of staff to look at all aspects of school security in order to make the school a safe place in which to work;
  - nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the GB;
  - responsibility for the effective implementation, monitoring and evaluation of this policy.

## **Role of the Headteacher**

- The Headteacher will:
  - ensure that security measures are in place and are effective;
  - ensure that all school personnel are aware of procedures and their responsibilities to ensure a safe learning environment;
  - provide training on school security procedures and how to deal with intruders for all school personnel;
  - ensure children are aware of school security procedures and what they need to do when an intruder is identified on the school premises;
  - ensure parents/carers are aware of school security procedures;
  - monitor and evaluate the effectiveness of this policy.

## **Role of School Personnel**

- School personnel must:
  - comply with this policy;
  - be aware of their responsibilities to ensure a safe learning environment;
  - be aware of school security procedures such as how to protect pupils from harm, guard against assault, and safeguard property;
  - attend training in all of the above;
  - make children aware of school security procedures especially what they need to do when an intruder is identified on the school premises;
  - report any identified school intruders;
  - report any identified breaches in school security.
- School personnel when dealing with an unidentified person on the school premises or in the school grounds must:
  - be polite, calm and non-confrontational;
  - ask the nature of their business;
  - escort or direct the person to the school office if the nature of their business is legitimate school business;

- ensure the visitor signs the visitors book and is given to wear the appropriate visitor identification badge;
- establish how the visitor breached school security;
- ask the intruder to leave if the reason is not legitimate;
- act calmly and non-confrontational if the intruder appears to pose a threat by acting in an agitated, irrational manner and refuses to leave the school premises;
- seek support from other school personnel who should call the police if the intruder refuses to co-operate;
- remain calm and display non aggressive body language while remembering that the safety of the children is paramount;
- not use force to evict or restrain the intruder;
- try to direct the intruder away from areas occupied by children;
- back away from the intruder if the intruder displays a weapon;
- reassure the intruder that the weapon is not necessary and it should be put away;
- not try to disarm the intruder;
- ensure that enough information is acquired in order to give a detailed description of the intruder to the police that's if the intruder leaves prior to the police arriving.
- All school personnel who are not dealing with the intruder but have been notified of his/her presence must:
  - remain with the children in their care reassuring them, if need be, that they are safe and secure and are not in any danger.

### **Role of Children**

- All children will be made aware that any visitor not wearing the appropriate visitor's badge must be reported to a member of the school personnel.

### **Role of Parents**

- Parents will be made aware of school security procedures in the school handbook, school newsletters and the school website.
- Parents:
  - may enter the school premises;
  - must act like any other visitor to the school;
  - must comply with school security arrangements;
  - must not roam around the school;
  - must not enter classrooms without permission;
  - must not disturb the duties of any member of the school personnel;
  - will be banned from the school premises if they cause a disturbance, are abusive or violent in any way.

### **Role of Visitors**

- Visitors to school must:

- report to the school office where they will be asked to sign in giving the reason for their visit;
- wear a badge before they enter the main part of the school;
- not have free access of the school premises;
- be aware that they will be challenged by school personnel and pupils if they do not wear the appropriate badge.

### **Monitoring the Effectiveness of the Policy**

- Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.