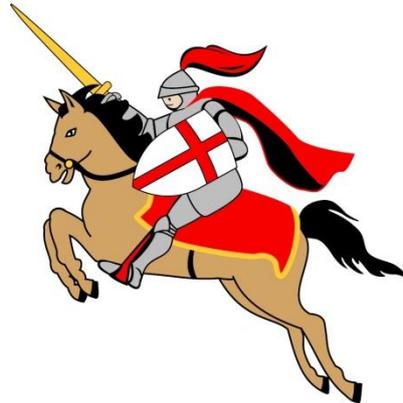


# Conisbrough Ivanhoe Primary Academy



Policy on Intruders in School

2018

## Policy on Intruders in School

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We believe it is essential to have robust school security systems in place in order to protect pupils, school personnel, visitors and equipment. Parents need to feel confident that everything has been done to create a safe and secure environment for their children. In order to achieve this, the following procedures must be followed:

Visitors to school must:

- Report to the school office, where they will be asked to sign in and give the reason for their visit
- Wear the badge given to them before they enter the main part of the school
- Adhere to staying within agreed areas of school
- Acknowledge and follow the safeguarding and fire procedures given to them

Parents/Carers to school must follow procedures set out in the school handbook, and regularly reinforced through newsletters and on the school website. They should:

- Enter and exit school premises by the doors designated for their children (according to the classroom their child is in)
- Exit school by the requested time
- Ensure they do not unlock any door
- Ensure they do not walk around school or enter any classroom without permission

Members of staff will meet and greet parents/carers and children at the doors and ensure those doors are closed/locked by set times. Staff working in portacabins must escort children to and from the main building and must ensure they have a school mobile phone in the portacabin at all times in case of emergency.

In order to keep Ivanhoe Academy a safe place for children and staff, parents/carers may be asked to leave or be banned from the premises should they cause a disturbance, or are abusive or violent in any way. Parents/carers will not be allowed access should school staff suspect they are under the influence of alcohol or drugs.

Any person or group of people found on the school premises or grounds without having followed correct visitor procedures may be deemed intruders. In such a situation, school personnel are advised to assess whether the intruder is, is likely to become, or is not a security risk before challenging the individual(s) to establish their identity and the purpose of their presence on school premises.

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School personnel must be aware that intruders may be visitors with legitimate school business, or may be individuals who may pose a security risk. All school personnel have a duty to assist in the 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 school is not a public place to which they are entitled to have access. Any person who enters without permission or a legitimate reason is a trespasser and should be asked to leave. Whilst trespass is not a criminal offence, should a trespasser refuse to leave, or re-enter after being asked to leave, or cause a disturbance, this could be a criminal offence under section 547 of the Education Act 1996.

When dealing with an unidentified person on the school premises or in the school grounds, school personnel must:

- Be polite, calm and non-confrontational
- Ask the nature of their business
- Escort 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 the appropriate visitor identification badge
- Establish how the visitor breached school security and report this to the Head Teacher and Designated Safeguarding Lead
- Should the person(s) not have a legitimate reason for being on site, the following actions should be carried out:
  - Ask the intruder to leave the premises and grounds
  - Act calmly and be non-confrontational should the intruder appear to pose a threat by acting in an agitated/irrational manner and refusing to leave the premises
  - Seek support from other school personnel who should call the police and request an emergency response should the intruder refuse to co-operate
  - Other school personnel should quickly, quietly and calmly alert all staff that there is a threat to security
  - Try to direct the intruder away from areas occupied by children
  - Back away should the intruder display a weapon

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- 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 should the intruder leave before they arrive

All school personnel not dealing with the intruder should:

- Remain calm and, if appropriate, reassure the children in their care that they are safe and must follow instructions quickly, quietly and calmly
- Be prepared to evacuate the premises should the Head Teacher or Deputy Head Teacher deem it necessary, following the procedures outlined in the Emergency and Fire Safety Plan

Please also refer to the Safeguarding Policy, Separated Parents Policy and links to the KCSIE and Working Together documents.

Policy written January 2018

Ratified by Governors January 2018

To be reviewed July 2019