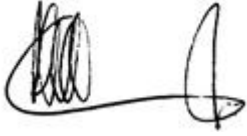


Intruder in School Policy

SCHOOL

1

Headteacher

Headteacher	Chair of Governors	Review Dates
		Last Review: July 2021
Lisa Keighley	Philip Cavalier-Lumley	Next Review: July 2022

1. Policy

Statement of intent

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2013, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2003. The guidance reflects, " Keeping Children Safe in Education" 2014.

The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

At Blakehill Primary School we recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in safeguarding our pupils by protecting them from harm, and that the child's welfare is our paramount concern.

2. Purpose

All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

We believe it is essential to have in place exceptional school security systems to protect pupils, school staff, 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 staff 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 staff must be aware that intruders might be visitors with legitimate school business or they may be individuals who may pose a security risk.

School staff 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.

If a trespasser refuses to leave the school premises, or re-enters after being asked to leave or causes a disturbance they could be committing a criminal offence under section 547 of the Education Act 1996.

All school stakeholders below (with the exception of children) should challenge visitors without badges. Children should alert a member of staff.

3. Governing Body Responsibility

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to oversee all school security measures
- appointed a Site Manager to support the Headteacher to put into practice school security measures
- appointed a Committee with responsibility for security in order to make the school a safe place in which to work
- delegated powers and responsibilities to the Headteacher to ensure all school staff and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy
- nominated a link governor to visit the school regularly, to liaise with the Headteacher report back to the Governing Body responsibility for the effective implementation, monitoring and evaluation of this policy

4. Role of the Headteacher

The Headteacher will:

- ensure that security measures are in place and are effective
- ensure that all school staff 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 staff
- 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
- work closely with the safeguarding link governors
- provide leadership and vision in respect of equality
- monitor and evaluate the effectiveness of this policy

5. Role of the Site Manager

The Site Manager will:

- work under the direction of the Headteacher the nominated governor
- provide guidance and support to all staff
- provide training for all staff on induction and when the need arises
- keep up to date with new developments and resources
- review and monitor
- annually report to the Governing Body on the success and development of this policy

6. Role of School Staff

School staff 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 relevant training
- make children aware of 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

All school staff 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
- follow procedures – *eg. Invacuation procedure*

7. Role of Pupils

Pupils will:

- be aware of and comply with this policy
- be made aware that any visitor not wearing the appropriate visitor's badge must be reported to a member of the school staff
- listen carefully to all instructions given by the teacher
- ask for further help if they do not understand
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council
- take part in questionnaires and surveys

8. Role of the School Council

The School Council will be involved in:

- determining this policy with the Governing Body
- discussing improvements to this policy during the school year
- organising surveys to gauge the thoughts of all pupils
- reviewing the effectiveness of this policy with the Governing Body

9. Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy
- comply with school security arrangements;
- not roam around the school;
- not enter classrooms without permission
- not disturb the duties of any member of the school staff
- be banned from the school premises if they cause a disturbance, are abusive or violent in any way

10. Role of Visitors

Visitors to school must:

- report to the school office where they will be asked to sign in – using the Inventory System - giving the reason for their visit
- wear the printed ID badge before they enter the main part of the school
- be aware that they will be challenged by school staff if they do not wear the appropriate badge.

11. Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school staff
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and the Headteacher reports to the Governing Body
- information displays in the main school entrance

12. Training

We ensure all school staff have equal chances of training, career development and promotion. Periodic training will be organised for all school staff so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

13. Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the nominated governor. A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

14. Linked Policies

- *Safeguarding & Child Protection Policy*
- *Health & Safety Policy*
- *School Security Policy*
- *Invacuation Policy*
- *Critical Incident Policy*