



Cranham Church of England (VA) Primary School

Dealing with Intruders

September 2014

A. Nolan

Anne Nolan (Headteacher)

September 2014

NR

Nick Ryan (Chair of Governors)

September 2014

Version	Notes	Date
1	New Policy	September 2014

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Dealing with Intruders Policy

Date	Review Date	Coordinator	Nominated Governor
30.09.14	January 2018	Anne Nolan	Martin Whittikar

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

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

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.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

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The Governing Body has:

- delegated powers and responsibilities to the Headteacher to oversee all school security measures;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- 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;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- 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;

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- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

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 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 personnel;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;

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- liaise with the school council;
- take part in questionnaires and surveys

Role of the School Council

The School Council will be involved in:

- organising surveys to gauge the thoughts of all pupils;

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

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

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook

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

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel 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.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, 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. (See Policy Evaluation)

Linked Policies

▪ Safeguarding & Child Protection	▪ Health & Safety	▪ School Security
▪ Dealing with Critical Incidents	▪ Violence in Schools	

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Headteacher:	Anne Nolan 	Date:	01/09/14
Chair of Governing Body:	 Nick Ryan	Date:	19/09/14

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Dealing with Intruders Policy	<ul style="list-style-type: none"> 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. To work with other schools to share good practice in order to improve this policy. 		✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
		✓	✓	✓	✓	✓	✓

Question	Equality Groups												Conclusion																
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No			
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS					
		✓			✓			✓			✓			✓			✓			✓			✓			✓			
Does or could this policy help promote equality for any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓		✓	✓	
Does data collected from the equality groups have a positive impact	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓		✓	✓	

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on this policy?																										
	Y	N	NS	Yes	No																					
	✓			✓			✓			✓			✓			✓			✓			✓				✓

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
Victoria Soutar	19.04.14	Anne Nolan	22/08/14

Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed		✓		January 2018
• Policy in line with current legislation	✓			
• Coordinator in place	✓			
• Nominated governor in place	✓			
• Coordinator carries out role effectively				
• Headteacher, coordinator and nominated governor work closely				
• Policy endorsed by governing body				
• Policy regularly discussed at meetings of the governing body				
• School personnel aware of this policy				
• School personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Local community aware of this policy				
• Funding in place				
• Policy complies with the Equality Act				
• Equality Impact Assessment undertaken				
• Policy referred to the School Handbook				
• Policy available from the school office				
• Policy available from the school website				
• School Council involved with policy development				
• All stakeholders take part in questionnaires and surveys				
• All associated training in place				

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• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				
A statement outlining the overall effectiveness of this policy				