

Intruders (EG 4 ISI 8b)

Statement of intent

West Hill Park believes that the safety of the children and staff in our school is of paramount importance. We make every effort to keep the school secure from intruders.

Aim

The aim of this policy is to inform staff and parent/carers of the procedures to take in the event of an intruder being identified on the premises. All staff must be aware that it is their priority to maintain the safety of all the children in their care as well as their own safety and to protect the school's environment and equipment.

Method

An intruder is an individual in the school who has not followed established visitor procedures and may or may not be a safety hazard to the school or those within it. Any member of staff who observes an individual in the school or its grounds who appears suspicious or out-of-place should either approach the individual (**if it appears safe to do so**), ask for their name and purpose in the school or contact a member of senior staff for assistance. The person approaching the suspicious individual must determine if the person poses a safety hazard or just needs to be made aware of the school's visitors' policy. While determining the status of a visitor, every effort must be made to ensure the children in are safe, feeling secure and where possible, continuing to be engaged in their current activities. If need be the children must be given reassurances as to their own and others safety and well being.

Procedure

Visitor with legitimate business but no badge

- Identify the person and determine their purpose or need for being in the school.
- Escort the person to the appropriate office and have them sign in as a visitor. Ensure they are aware of the visitor policy for future reference and current health and safety guidance.
- Wait until a member of the management team can come to you, if safety issues do not permit you to leave your post.
- Review security to determine how the intruder gained entry.

Intruder who poses a safety hazard.

- Politely greet intruder, identify yourself and ask purpose of the visit to the school.
- Ask a colleague to observe your approach to the intruder.
- Explain that all visitors must report to the School Office and escort the person there.
- Depending on the circumstances and the demeanour of the intruder, a delegated person will make every effort to call the police to report the incident. If the intruder appears agitated or refuses to leave the building in a peaceful manner, endeavour to calm the person by talking in a low calm reassuring voice whilst also trying to gain the attention of another staff member to call the police.
- If the police are called and the individual leaves or attempts to leave prior to the police arriving. Do not attempt to physically restrain the person. Contact the police to inform them that the individual has left the building, the direction and means of transport with a car registration number if possible/appropriate.
- If the individual stays until the police arrive, inform the officers what has happened that lead to the individual so that they can establish possible cause for arrest. Also verbally ask the subject not to return to the School whilst still in the presence of the police.
- Review security immediately
- Log incident and actions as soon as possible

Intruder who is armed or otherwise poses a safety hazard.

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- Alert all staff members
- Contact the police as soon as possible to report the incident.
- If appropriate move children to safe areas in the school. (It is impossible to list these as it depends on the incident) Safe areas include; central courtyard of EYFS, EYFS art room, Sports Hall, jubilee stage, Boarding house and cellars.
- Give operator all the information regarding location of the intruder, a physical and clothing description and the weapon[s] involved.
- Advise the operator what you are doing to ensure the safety of the children and other staff members.
- Remain on the line until the operator advises you to hang up.
- Monitor the location of the intruder until the police arrive.
- If confronting an intruder, take another staff member with you. Ask a third staff member who is not involved to contact a senior member of staff. Determine who should initiate contact with the intruder and who will be the back-up person. Both staff members should break contact and leave when it is safe to do so. Attempt to direct the intruder away from areas occupied by the children. Use casual conversation or body language to calmly direct the situation. If the intruder refuses to cooperate, do not escalate the situation. If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.
- Back away slowly and leave the area.
- Both your hands should be up with your palms facing the intruder while slowly backing away.
- Remain calm; do not attempt to disarm the person.

Once the police arrive provide them with the following information

- Location of intruder.
- Description of intruder.
- Any known weapons.
- Any statements made by the intruder.

Be prepared to keep media, parents and other community members out of the setting. The police will secure the building. Contact the press office at IAPS if you need help with a press statement. The school's emergency plan may be invoked.

All other staff members and official visitors should remain in their designated areas with the children unless otherwise directed by the police, reassuring and engaging the children as appropriate.

In any event there will be a thorough investigation of the incident, and a report will be made by all the staff involved.

Inform Ofsted, IAPS, ISI and The Schools parents of the incident and the subsequent investigations, with due regard to both data protection and confidentiality policies.

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