

Perryfields Primary PRU



INTRUDERS POLICY

Review Date	Developed and Reviewed Date	Reviewer (Who?)	Approved By Name and Date
February 2023	January 2023	SLT Resources and Pay Committee Chair	Management Committee 07.02.23
February 2024	January 2024	SLT Safeguarding Governor	Management Committee 06.02.24

Minutes Reference	06.02.24
Signature of Chair	

1. Statement of intent

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.

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

2. Role of the Management Committee

The Management Committee has:

- 2.1 Delegated powers and responsibilities to the Headteacher to oversee all school security measures;
- 2.2 Appointed a Resources and Pay Committee to look at all aspects of school security in order to make the school a safe place in which to work;
- 2.3 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;
- 2.4 Responsibility for ensuring that the school complies with all equalities legislation;
- 2.5 Responsibility for ensuring funding is in place to support this policy;
- 2.6 Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- 2.7 Responsibility for ensuring all policies are made available to parents;

- 2.8 Nominated a Health and Safety member to visit the school regularly, to liaise with the Headteacher and the pupils and report back to the Management Committee;
- 2.9 Responsibility for the effective implementation, monitoring and evaluation of this policy

3. Role of the Headteacher

The Headteacher will:

- 3.1 Ensure that security measures are in place and are effective;
- 3.2 Ensure that all school personnel are aware of procedures and their responsibilities to ensure a safe learning environment;
- 3.3 Provide training on school security procedures and how to deal with intruders for all school personnel;
- 3.4 Ensure children are aware of school security procedures and what they need to do when an intruder is identified on the school premises;
- 3.5 Ensure parents/carers are aware of school security procedures;
- 3.6 Work closely with the Health and Safety governor;
- 3.7 Monitor and evaluate the effectiveness of this policy
- 3.8 Lead the development of this policy throughout the school;
- 3.9 Keep up to date with new developments and resources;
- 3.10 Review and monitor the policy.

4. Role of School Personnel

School personnel will:

- 4.1 Comply with this policy;
- 4.2 Be aware of their responsibilities to ensure a safe learning environment;
- 4.3 Be aware of school security procedures such as how to protect pupils from harm, guard against assault, and safeguard property;
- 4.4 Attend training in all of the above;
- 4.5 Make children aware of school security procedures especially what they need to do when an intruder is identified on the school premises;
- 4.6 Report any identified school intruders;
- 4.7 Report any identified breaches in school security;
- 4.8 Report all incidents of discrimination;
- 4.9 Report any concerns they have on any aspect of the school community.

5. School personnel when dealing with an unidentified person on the school premises or in the school grounds must:

- 5.1 Be polite, calm and non-confrontational;
- 5.2 Ask the nature of their business;
- 5.3 Escort the person to the relevant member of staff if the nature of their business is legitimate;
- 5.4 Ensure the visitor signs into the Inventory system and is wearing the appropriate visitor identification badge;
- 5.5 Establish how the visitor breached school security;
- 5.6 Ask the intruder to leave if the reason is not legitimate;
- 5.7 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;

- 5.8 Seek support from other school personnel who should call the police if the intruder refuses to co-operate;
- 5.9 Remain calm and display non aggressive body language while remembering that the safety of the children is paramount;
- 5.10 Not use force to evict or restrain the intruder unless in self defence;
- 5.11 Try to direct the intruder away from areas occupied by children;
- 5.12 Back away from the intruder if the intruder displays a weapon;
- 5.13 Reassure the intruder that the weapon is not necessary and it should be put away;
- 5.14 Do not try to disarm the intruder;
- 5.15 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.

6. All school personnel who are not dealing with the intruder but have been notified of his/her presence must:

- 6.1 Remain with the children in their care reassuring them, if need be, that they are safe and secure and are not in any danger.

7. Role of Pupils

Pupils will:

- 7.1 Be aware of and comply with this policy;
- 7.2 Be made aware that any visitor not wearing the appropriate visitor's badge must be reported to a member of the school personnel;
- 7.3 Listen carefully to all instructions given by the teacher;
- 7.4 Ask for further help if they do not understand;
- 7.5 Take part in questionnaires and surveys regarding safety at school.

8. Role of Parents/Carers

Parents/carers will:

- 8.1 Be aware of and comply with this policy;
- 8.2 Be asked to take part periodic surveys conducted by the school;
- 8.3 Be able to enter the school premises;
- 8.4 Act like any other visitor to the school;
- 8.5 Comply with school security arrangements;
- 8.6 Not roam around the school unaccompanied;
- 8.7 Not enter classrooms without permission;
- 8.8 Not disturb the duties of any member of the school personnel;
- 8.9 Be banned from the school premises if they cause a disturbance, are abusive or violent in any way
- 8.10 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 on the induction tour and this policy will be on the school website.

9. Role of Visitors

Visitors to school must:

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

10. Raising Awareness of this Policy

We will raise awareness of this policy via:

- 10.1 The school website;
- 10.2 Staff training;
- 10.3 Meetings with parents;
- 10.4 Meetings with school personnel;
- 10.5 Communications with home;
- 10.6 Headteacher reports to the Management Committee;
- 10.7 Pear Game Assemblies.

Security Procedures in case of Intruders – Perryfields Primary PRU

Please see below information regarding actions to take if intruders are on site:

1. The office will ring the telephone extension line for the Headteacher's office or try to locate him if he is not in his office. If the Headteacher is off site the Deputy Headteacher will lead the implementation of security procedures
2. The office staff, Headteacher, or his Deputy in his absence will then inform nearby classes in order of need – normally due to the layout of the building this would be Class 1, 2, 3 and 4. The Headteacher or his Deputy will make sure everyone on site is accounted for.
3. Classes 1 and 2 will go to the kitchen. Classes 3 and 4 will go to Classroom 3. Doors and windows are to be shut and locked and barricaded as necessary.
4. The police will be called by the office. All pupils and staff to remain in the classrooms until told otherwise.

The chances of entry to school are limited given the locking of external doors. Identification will be requested from people the office do not recognise before they are permitted to enter the school building.