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# Lanesend Primary School

## Intruder Policy

### Safeguarding and Welfare of Children Policy

Signed: ..... Date:  
(Headteacher)

Signed: ..... Date:  
(Chair of Governors)

**Review Date:** April 2019 (Every 3 Years)

**Reviewed By:** Site Manager, Headteacher and Child-Centred Group

# **Lanesend Primary School**

## **Intruder Policy**

An intruder is a person who has not been invited into the school, and who has no legal right or permission to enter. An intruder may be a person new to the building, who has been either misdirected or is lost and poses no threat to the children or staff. Alternatively an intruder may arouse suspicion as to their presence in the building, and may pose a threat.

### **Procedure**

Any person not immediately connected with the school will be asked to show identification before being allowed access. Their names will then be recorded in the visitor's log and they will be asked to remain in the school reception, away from the children, until the nature and purpose of their visit has been satisfactorily explained. Even in the case of legitimate visitors, their arrival, movement within the setting and departure will be escorted and monitored by a member of staff.

### **Non-suspicious Cases**

If it is established that an intruder is quite innocent and their authority to be on the premises has been established, then they may be shown or redirected and be accompanied whilst on the premises.

### **Suspicious Cases (Possible Threat)**

- Identify yourself to the intruder, politely greet them and question their purpose for being on the premises. Ask a colleague to alert Headteacher or Deputy Head. Make every effort to keep the intruder away from the children.
- If you are alone and further assistance is needed, make an attempt alert others to the situation. If you are with children, use your identify badge as an emergency notification and send with a child to another adult.
- Depending on circumstances and demeanour of the intruder, Head teacher or Deputy Head will make every effort to call the police. If the intruder becomes agitated, displays violence or refuses to co-operate with directions, an attempt will be made to calm and comfort them whilst also attracting another member of staff to call the police. No-one should attempt to restrain them.
- Have regard to the safety of any children present, and evacuate them from the area as soon as possible. Do not panic, act in a calm manner, do not cause alarm or distress.
- If the intruder attempts to leave, do not prevent them from doing so, but carefully note their direction and clothing, and any vehicle they may have. Note the direction they take and alert the police of the circumstances. If the intruder remains until the arrival of the police, inform officers of the circumstances. In the presence of the police, make a firm request for the intruder not to return.
- Review security procedure and make a written report. Inform police at the earliest opportunity.

## **Intruder Who is Armed or Poses a Serious Safety Hazard**

- Alert staff to call the police (999) as soon as possible. Give the operator the location of the intruder, a physical and clothing description and the weapons involved. Advise the operator of your action to safeguard the children and other members of staff, and remain on the line until told to hang-up. Monitor the location of the intruder.
- Evacuate all children from the immediate area, if allowed to do so, and do not approach or engage with them. In a hostage situation where children or staff are prevented from leaving the room or area, the first consideration must be to calm the children without creating panic or fear. Try to engage the children in activities.
- Attempt to pacify the intruder, and ascertain if possible their reasons for being there. Be aware that you will be asked to recall any comments or statements made by the intruder
- Remain calm and do not attempt to disarm the intruder.
- The Head teacher Deputy Head should be aware of the location, description and type of weapon in possession of the intruder, in order that they can appraise police on their arrival.
- All other members of staff and children should remain in their designated room unless otherwise directed by the police.
- There will inevitably be an investigation in to the incident. The incident will be investigated by the police and will also be reported to the Local Authority Designated Officer for safeguarding. All staff or other witnesses will be called to recollect what happened and record this in writing as soon as after the event.

## **Debriefing**

Members of staff and children involved in an intruder situation which posed a serious threat may need to be supported and debriefed after the event. Counselling and support may be procured from external professionals.