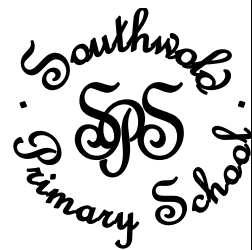


Southwold Primary School & Early Years' Centre

Intruder Policy September 2024

Review date: September 2026



Intruder Policy

An intruder is a person who has not been invited into the premise, and/or 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 his/her presence in the building, and may pose a safety hazard.

Procedure

Any person not immediately connected with the school will be asked to show identification before being allowed access. They will be asked to sign in and have their photograph taken using the Inventory system in reception and they may 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 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.

Suspicious Cases (Possible Safety Hazard)

Staff will identify themselves to the intruder, politely greet them and question their purpose for being on the premises. Every effort should be made to keep the intruder away from the children.

Depending on circumstances and demeanour of the intruder, Head teacher/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 him/her whilst also attracting another member of staff to call the police. No-one should attempt to restrain him/her at any time.

Staff will have complete regard to the safety of any children present, and evacuate them from the area immediately. Staff will de-escalate the tension as much as possible by being an active listener.

If the intruder attempts to leave, staff will not prevent him/her from doing so, but carefully note their direction and clothing, and any vehicle they may have. Notes will

be taken on the direction they take and the police alerted to the circumstances. If the intruder remains until the arrival of the police, officers will be informed of the circumstances. In the presence of the police, a firm request will be made for the intruder not to return.

In these circumstances, a review of security procedures will be undertaken and a written report made. Senior leaders/governors may also contact legal services to obtain a warning letter if that is deemed necessary to prevent further issues.

Intruder Who is Armed or Poses a Serious Safety Hazard

Staff will call the police (999) as soon as possible. The operator will be given the location of the intruder, a physical and clothing description and the weapons involved. The operator will also be advised of actions taken to safeguard the children and other members of staff. The location of the intruder will be monitored.

All children will be evacuated from the immediate area and instructed not to approach or engage with the intruder. In a hostage situation where children or staff are prevented from leaving the room or area, the first consideration will be to calm the children without creating panic or fear, maybe by engaging the children in activities.

Attempts will be made to pacify the intruder and de-escalate the situation and ascertain if possible his/her reasons for being there. Staff will be aware that they will be asked to recall any comments or statements made by him/her.

The Head teacher/Deputy Head will be made 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 will remain in their designated rooms unless otherwise directed by the police.

There will inevitably be a full investigation of the critical incident. It will be investigated by the police as well as school. It will also be reported to the Local Authority Designated Lead 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.

