

Visitor and Intruder Security Policy

Aim

The safeguarding of our pupils is paramount. This policy has been put in place to ensure that visitors to our school are welcomed, carefully checked, monitored and properly supervised during their time here. It will ensure that pupils and staff are safe. It will prevent unauthorised persons from entering the school.

Objectives

Visitors are welcome, and many, such as parents and suppliers have a right, often legal, to be in the school for legitimate purposes.

The schools governors have a duty to ensure the safety of everyone on the school site so should ensure that systems are in place to see that this duty is exercised properly.

This policy sets out the guidance to school staff on the procedures for routine security and for dealing with trespassers and troublemakers.

- To prevent unauthorised persons from entering school.
- To make visitors welcome.
- To ensure that visitors are monitored and checked.
- To monitor visitors carefully during their time in school.
- To be able to account for, and locate, visitors at all times.

Common problems

The most common problems facing the school are:

- Walk in opportunist thief.
- Occasional incursions into the school by outsiders, including former pupils.
- Occasional abusive behaviour from parents.
- Non-custodial parent seeking access to children or seeking to remove children from school.
- Armed intruder.
- Occasional vandalism during and outside school hours.
- Unknown quantity.
- Former pupils and others waiting outside the school gates at the end of school.

Visitors

All visitors are required to enter the reception office on arrival on to the school site and sign in using the electronic system. This process also ensures visitors' safety if a fire evacuation or drill should take place during their visit. Visitors should (where possible) be escorted to their destination and introduced to the relevant member of staff in that area. All staff should feel confident in issuing a polite challenge to any visitors; "Can I help you?" or "Are you lost?" will cover most situations. If any member of staff or pupil feels uneasy about the presence or behaviour of any visitor, they should report their concerns immediately to the Head Teacher/Deputy Head Teacher /Manager in charge asking the visitor to accompany them to the office. For any serious concerns or threats, the intruder procedures need to be followed.

Visitor's procedures

- At arrival at the school's electronic gates, visitors use an intercom system to make the reception staff/residential staff (out of hours) aware of their presence.
- Reception staff/residential staff check the nature/business of the visitors.
- Reception staff/residential staff instruct the visitor to call at reception prior to allowing them entry on to the school site.
- All visitors to school must sign in to the electronic system at the reception office to receive a 'visitors badge' to be worn and clearly displayed. Any visitor without the school visitor's badge is regarded as an intruder and can be asked to leave the school site immediately.
- Reception staff will notify by telephone or radio the school staff connected to the visitor announcing their arrival and requesting they collect the visitor from reception.
- Alternatively, visitors should be escorted to their destination and introduced to the relevant member of staff connected to that visitor.
- The visitor becomes the responsibility of that member of staff whilst they remain on the school site.
- At the end of the visit, the responsible member of staff should accompany the visitor to reception to sign out of the electronic system.

Dealing with possible intruders

- If a visitor/stranger is not wearing a badge, they should be politely challenged by any member staff and accompanied to reception.
- At reception, the receptionist should ask the visitor the purpose of the visit, ask them to sign in to the electronic system and issue a badge.
- If the member of staff or receptionist has any suspicion about the visitor/stranger, they must inform the Head Teacher, Deputy Head Teacher or the delegated Senior Manager on-site immediately, and ask the stranger to remain in the reception area.

- If the visitor/stranger ignores the instruction the Head Teacher, Deputy Head Teacher or the delegated Senior Manager on-site must be notified immediately.
- At this point, the visitor/stranger needs to be regarded as an intruder.
- If a visitor/stranger is abusive, or a nuisance in any way in the school. The member of staff must not take direct action, but must send for help, or inform the Head Teacher, Deputy Head Teacher or the delegated Senior Manager on-site as soon as this is possible. Staff must never put their own safety or that of others at risk.
- The schools governing body recognise elements of the school day may have increased risks of intruders/strangers accessing the site. Particular with the arrival of transport at the start and end of the school day when multiple vehicles come through the entry gates. To mitigate risk the school reception staff monitor gate CCTV live feeds for any unrecognised vehicle or person/s. All school staff are vigilant to potential risks at these times.

Intruders on school premises

These threats may take the form of

- Theft of equipment and/or personal belongings of either staff or pupils.
- Vandalism of equipment and/or premises.
- Violent pupils threatening either fellow pupils and/or staff.
- Violent parents threatening either pupils and/or staff.
- Unknown intruder threatening either pupils and/or staff.

Intruder procedures

- All visitors to school must first sign in at the reception receive a visitors badge to be worn and clearly displayed. Any visitors without the school visitors badge are intruders and can be asked to leave the school premises and property immediately. From time to time, staff may be confronted by an intruder in the school grounds, or may need to confront somebody who does not appear to have any legitimate reason for being on site. In such a case, they should take the following action;
- When alerted to the presence of an intruder, take another staff member with you to help deal with them
- Ask a third staff member who is not involved to call the office
- Attempt to direct the intruder to the reception. Use casual conversation and/or body language to calmly direct the situation.
- If the intruder refuses to cooperate, do not escalate the situation. Leave and contact the Head Teacher/Deputy Head Teacher/delegated Senior Manager in charge to have the police called.

- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly, leave the area, and as soon as is safe to do so report the situation to the Head Teacher/Deputy Head Teacher/delegated Senior Manager in charge, to have the police called immediately.

Assess the risk

Try to categorise the intruder and the degree and type of threat posed. Any knowledge of the intruder, their motivation or background, will be of help for the school and possibly the Police, should they become involved.

Look out for people who are not staff, but appear to have authority to be there. Wearing a suit, carrying a clipboard or wearing overalls are all good cover for a thief.

Challenging the intruder

- Do not stand too close or invade personal space as this could trigger violent confrontation.
- Avoid an aggressive stance such as finger wagging or folded arms.
- Be polite, stay calm, speak gently, slowly and clearly.
- Explain your authority to challenge them if it is questioned.
- Always tell another person when going to speak to a possible intruder.
- Avoid arguments.
- Never place your hand on a potentially aggressive intruder.
- Do not turn your back and, if you leave the room, do so backwards.
- Try to leave yourself an escape route, which you have planned, on entry to the area.
- Be on the lookout for weapons.
- If there is more than one intruder, do not confront them on your own - seek support first or enlist the help of the police.
- If you do not feel sufficiently confident to challenge an intruder, do not do it, seek help, no one will think the less of you.

During the event

If there is any question of a risk to pupils and/or staff, evacuate the school using normal fire evacuation procedures. There may be situations where evacuation would increase the risk or exacerbate a sensitive situation. Circumstances will dictate the action to be taken and either the Head Teacher or individual members of staff will have to take the responsibility of

making a judgement as to the right course of action. If there is, a physical threat to staff or pupils always, call the police using 999.

Nobody should attempt, or feel that they are expected, to “have a go” if there is any question of their being at risk of injury as a result. If there is a risk of equipment being stolen, it is better to lose such equipment rather than risk a violent incident.

Avoid direct confrontation until the police arrive. Where staff or pupils are not in immediate danger from an intruder, try to keep track of their movements and inform the Police of their whereabouts when they arrive.

In the case of attempted abduction or direct physical threat to a pupil you will be required to make an immediate judgement.

Consider

- Will the victim be in greater danger or lesser danger if the intruder is confronted?
- Is it possible to speak to and reason with the intruder?
- Do you and/or the pupil know the intruder?
- Do you have any knowledge of the victim or intruder that may assist your judgement?

It is not reasonable to suggest that the Head Teacher or other staff can do more than follow their own assessment of the situation and act accordingly. The only principles, which must be followed, are to take the course of action, which you believe presents the least risk to the pupil and school staff. In addition, to summon the Police as soon as possible.

After the event

Any violent incident that takes place in a school must be reported in accordance with the Health & Safety Policy.

It is possible that staff or pupils will be traumatised by intruder incidents, even if they do not display immediate signs of trauma or disturbance. It may be appropriate to arrange counselling. There may also be an ongoing need for psychological support and guidance to help the school community come to terms with the incident. For information and advice on on-going support, contact the Critical Incident Team.

If the intruder has left the premises and may pose a threat to other schools, contact should be made with the local schools in the vicinity.

It may be appropriate for the Head Teacher or Chair of Governors to brief Officers from the Children’s Services Directorate about the incident, particularly if there is any media interest. No other member of staff or governor should speak to the press or broadcast media without first consulting Children’s Services. The first point of contact for such issues should be the Health and Safety Team.

Police involvement

Whilst we have a good working relationship with the local Police, the 999 emergency number should always be used in the following circumstances –

- There is any danger to life.
- Actual or expected threat of violence.
- Threat of damage to property.
- A crime is in progress.
- A further crime may occur.
- There is any other incident, which in your judgement requires an immediate response.

The school has regular contact with the local Police Constabulary, which includes discussing security arrangements and crime prevention. Any emergency contact with the Police can only be done by the Head Teacher/Deputy Headteacher/delegated Manager in charge or person with their authority. When calling the Police the Head Teacher/Deputy Head Teacher /delegated Manager in charge or person with their authority must give clear and sufficient information to allow the Police to make a judgment about the scale of their response.

On no account should a member of staff attempt to remove physically from the premises a person who may be committing an offence. If a person will not comply with an instruction to leave the premises or if, in the view of the authorised person, an instruction or confrontation might inflame the situation and put them or others at risk. Then Police assistance should be summoned by dialling 999.

Problems not requiring an immediate Police response should be dealt with by contacting the non-emergency Police telephone number 101. If there is prior knowledge of the likelihood of trouble on educational premises, the Police should be contacted in advance using the non-emergency Police telephone number 101. **If there is any question of immediate risk to staff, pupils or others or damage to property, a 999 call should be made.**

Exercise of Education Act 1996. Section 547

The Head Teacher can ask unauthorised persons to leave, but only a Police Officer can remove a person from the school premises, provided they have reasonable cause to suspect that the person is committing or has committed an offence under Section 547.

Trespass, nuisance or disturbance on school premises

Although trespass is not a criminal offence, a Head Teacher may order any unwelcome or unauthorised visitors off the school premises. Section 547 of the Education Act 1996 extends this right. Section 547 makes it a criminal offence if a person present on educational premises without lawful authority causes or permits nuisance or disturbance to the annoyance of persons who lawfully use those premises. It applies whether or not the

lawful users are present at the time and to all school buildings, playgrounds, playing fields and other areas for outdoor recreation.

Offensive Weapons Act

Section 139A of the Criminal Justice Act 1988 makes it an offence to carry an article with a blade or point, or an offensive weapon, on school premises. If someone is carrying such an item for good reason or with lawful authority such as, use at work, educational purpose, religious reasons or as part of a national costume, such use is permissible.

Section 139A also provides a Police Officer with the power to enter school premises and search for such articles if there are reasonable grounds for suspecting those articles to be present.

Corrosive materials are included in legalisation as an offensive weapon

General security measures

- The site perimeter is fenced with locked gates; the purpose of security fencing is to prevent/deter intruders.
- The school has clearly defined boundaries to enable the public to know the extent of the school grounds.
- The school only has one road access fitted with a security electronic entry gate.
- External security lighting illuminates playgrounds, classroom areas, and car parking areas to deny intruders the cover of darkness.
- All expensive, portable equipment is security marked as belonging to the school.

Routine security during school day

- All members of school staff wear staff identification badges worn visibly at all times.
- School gates are kept closed during school hours to make it harder for intruders to get in.
- External signs direct visitors on site to the reception.
- All visitors are expected to report to the school reception where they will be welcomed and asked for their details and for the name of the person that they need to see.
- Visitors must sign-in to the electronic system and sign out as they leave.
- Each visitor is given a visitor badge that must be worn visibly at all times.
- Visitors will be asked to wait in the reception area until the person that they have come to see arrives to take charge of them. That person will be responsible for them during their time on the school site and will escort them back to reception at the end of their visit.
- Visitors will be accompanied, or supervised, during the whole of their time in school.

- The Premises Manager will be responsible for workmen/women, and trades people, during their time in school. They must show proof of identity if they do not already know them. They will alert senior staff of their presence.
- The Head Teacher/Deputy Head Teacher/delegated Manager in charge must be informed immediately if members of the Police, Fire Service, Local Authority, Ofsted, or other official bodies, arrive at school unexpectedly.
- All members of school staff must challenge any stranger they meet who is not wearing identification or who is acting suspiciously.
- If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and escorted from the premises immediately. In this situation, they should be immediately removed from any situations where there is a possibility of them harming pupils or staff. If necessary, the Police should be summoned to remove them.
- External doors are fitted with combination code locks or electronic coded door entry systems and are kept closed.
- All rooms that contain equipment such as ICT facilities, computers and scientific items are kept locked when not in use.

Routine security out of school hours

- Gates are kept closed to make it harder for intruders to get in.
- All external doors are locked.
- Windows are closed.
- During school weekdays, residential staff are on site all evening and night (term time only).
- Burglar/intruder alarms are armed for all school buildings.
- Residential units have intruder alarms armed overnight during school weekdays (term time only).
- At arrival at the schools electronic gates, visitors use an intercom system to make the residential staff aware of their presence.
- Residential staff check the nature/business of the visitors.
- Residential staff instruct the visitor to come to the main house prior to entry to the school site.
- All visitors are meet by residential staff where they will be welcomed prior to being allowed entry into the building.
- Residential visitors are recorded in residential daily logs including the times of arrival and departure.

- Residential visitors are accompanied, or supervised, during the whole of their time in school/residential provision.

Roles and responsibilities

The responsibility for school security is shared between the Local Authority, governing body and Head Teacher.

There are clear expectations on all school staff regarding security procedures, including the challenging of visitors; questioning whom they are, and what they are doing, to ensure the safety of pupils and staff.

The Head Teacher is responsible for implementing the visitor and intruder security policy agreed by the governing body. This includes ensuring that all school staff appreciate the importance of security and understand the school's policy and their own responsibilities. The Head Teacher, with the support of the Senior Leadership Team, ensures that all crimes are reported to the Police.

The schools Health and Safety Officer will report incidents/issues and actions to the School Business Manager who will inform the governing body and where appropriate, the local authority. The Finance, Premises and Personnel sub-committee of the governing body will also discuss issues at periodic intervals.

CCTV

The school is fitted with a CCTV system, which is registered with the Information Commissioners Office. Cameras are located at the entrance to school, school driveways, school block corridor and playground areas. With appropriate signage displayed at school entrance and key areas. Having cameras on the school grounds should provide parents and staff with an added sense of security without being intrusive to pupils, staff, parents or visitors

The live CCTV feed is monitored during day by reception staff and Premises Manager. With access available to the Head Teacher, Deputy Head Teacher, Head of Care, School Business Manager and ICT Services Manager. Outside of school hours, Residential Managers have access to monitor the live CCTV feed.

The colour pictures produced are recorded on a password protected file server hard drive, which can be reviewed if needed. The only personnel permitted to view any recordings are as follows the Head Teacher, ICT Services Manager and/or designated Technician, Premises Manager and the Police Constabulary (on receipt of a written request). All recordings are automatically deleted on a two-week cycle.

Related legislation and guidance

- Education Act 1996
- Offensive Weapons Act 2019
- Criminal Justice Act 1988
- National Minimum Standards for Residential Special Schools 2015

Associated policies

- Health and Safety Policy
- Safeguarding Policy
- eSafety and Data Security Policy
- Data Protection Policy