



VISITOR & INTRUDER SECURITY POLICY

GENERAL:

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

The 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 Staff on the procedures for routine security and for dealing with trespassers and troublemakers.

PROCEDURES:

ROUTINE SECURITY

- signs at school entrances make clear that visitors should report to Reception
- further signs point the way to Reception
- at reception all visitors must sign in and receive the school's security badge, which they must wear at all times in the school.

DEALING WITH STRANGERS

- if a visitor is not wearing a badge he/she should be politely challenged by any member of staff and accompanied to Reception
- at Reception, the *Head, Deputy, Admission Officer* (or the Manager if at one of the nurseries of the school) or member of staff should ask the stranger the purpose of the visit, ask them to sign in and issue a badge
- if the member of staff has any suspicion about the stranger they must inform the Head, Deputy of Admission Officer on-site immediately, and ask the stranger to remain in the Reception area
- if the stranger ignores the instruction the Head, Deputy Head or Admission Officer on-site must be notified immediately
- if a 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, Deputy Head or Admission Officer on-site as soon as this is possible. Staff must never put their own safety at risk.
- only the Head, Deputy Head or Admission Officer on-site may ask the stranger to leave the site
- if the stranger refuses the instruction the Head, Deputy Head or Admission Officer on-site may inform the police if he/she considers that there is a threat to the safety of anyone on the premises. This is entirely a matter for the judgment of the Head, Deputy Head or Admission Officer on site who will have to judge also whether an incident threatens to undermine the confidence of parents in the security of the school
- the police cannot arrest an intruder for trespass unless there is a breach of the peace, but have the power of arrest if there is a 'minor nuisance'. They may be able to help solve the problem without resorting to arrest.

APPENDIX:

A. CONTACTS WITH THE POLICE

- regular contacts will be maintained with the police over security arrangements and crime prevention
- any emergency contact with the police can only be done by the Head, Deputy Head or Admission Officer or with the authority of the proprietor

- when calling the police the Head, Deputy Head or Admission Officer must give clear and sufficient information to allow the police to make a judgment about the scale of their response

B. TYPES OF TROUBLEMAKING

The most common problems facing the school are:

- occasional abusive behaviour from parents
- occasional incursions into the school by outsiders, including former pupils
- former pupils and others waiting outside the school gates at the end of school
- occasional vandalism during and outside school hours

C. WHERE THERE ARE OFFENSIVE WEAPONS

INTRUDERS

- if staff suspect an offensive weapon is on site they must immediately inform the Head Master or Bursar
- the Head Master or Bursar will always call the police if the suspect is not a registered pupil, or where an incident involving a pupil takes place outside the school premises
- the person will be kept under close surveillance while the police are awaited

PUPILS

- staff are not obliged to search pupils, but if such a course of action could diffuse the situation it might be contemplated, BUT ONLY BY THE HEAD TEACHER OR DEPUTY HEAD (or someone with the Head's authority)
- if the pupil refuses to co-operate, any search should be carried out by the police
- the pupil's parents must be informed and asked to come to the school
- if the pupil co-operates, at least two teachers of the same sex as the pupil must be present when a search is made. One teacher will do the search while the other observes and takes notes. The search will be in private. It is advisable for parents to be present and to consent, but the pupil's own consent is sufficient
- any confiscated articles should be handed to the police as quickly as possible by the Head Master or Bursar, unless the Head, Deputy Head or Admission Officer judges that it is reasonable to return it to the parents.
- at all times the suspect pupil must be kept away from other pupils, unless this is not possible owing to the circumstances.

D. REPORTING and RECORDING

- staff must record all incidents in the school incident log, kept in the School Office
- the log will be inspected by the Bursar, as Health and Safety Officer, at regular intervals, and any necessary action taken
- the Head, Deputy Head or Admission Officer will report issues and actions taken in the Report to the Governing Body
- issues will also be discussed by the Governing Body at periodic intervals. This committee may inspect the log as necessary.

E. MONITORING AND REVIEW

The Senior Management Team will monitor the working of the policy and consider annually whether any amendments need to be made.

Reviewed December 2018

Revised January 2019