



St. Nicholas Priory C.E. V.A. Primary School

Intruder Policy, Security Alerts & Lock Down Procedures

The School's primary concern is the safety of the children, above any other role their safety is, and must continue to be the first call of staff duty.

AIM

The purpose of this policy is three fold:

- To ensure the children's safety
- Prepare staff for the possibility of an intruder or possible offender
- To have procedures in place if any incident should occur

ELIGIBILITY

This policy applies to all staff at the school.

SCOPE OF THE SCHEME

Definition of an intruder:

- Someone who has not followed normal visitor procedures and who may potentially be a safety risk
- Before an intruder is approached by any member of staff they must determine whether it is safe for them to approach the intruder or whether they need to seek immediate advice.

Procedure 1

Person on legitimate business but not displaying a visitor's badge:

- Request identity and that the person returns to Reception to sign in and obtain a visitor's badge
- Review how access was gained
- Tighten up procedures of badges/signing in
- Tighten up the outside gates locking procedure

Procedure 2

Person who may pose a safety hazard either within school or within the vicinity of the school:

- Ensure another colleague is observing from a safe distance and ask them to contact the Police if necessary
- Politely ask to see their identification
- If the intruder tries to leave before the Police arrive do not detain them but ensure that you have a clear description of them to give to the Police
- Log the incident and review security

Procedure 3

Intruder who is armed or otherwise poses a safety hazard (see also Bomb Threat/Fire Arm Attack Policy):

- Alert staff – Intruder alert, call Police, get children to safety
- Do not be confrontational.
- Back away slowly, facing the intruder in a calm non-threatening manner
- **DO NOT TRY TO DISARM THE INTRUDER**
- Have details clear and ready for Police arrival
- Be prepared for dealing with parents. Leave the media to the Head Teacher

INTRUDER ALERT

The school bell will ring continuously

When the bell sounds, staff should close and lock the doors of the room they are in and ensure that both they and the pupils remain in the room until the bell rings twice to signal the all clear. Draw down all blinds and keep away from the door. During this time, lesson changes, breaks and lunchtimes should be ignored.

Any pupil or member of staff NOT in a classroom or their normal place of work should go to the nearest available room and stay there until the bell rings twice to signal the all clear.

TOILET CHECKS IN THE EVENT OF AN INTRUDER ALERT:

Year 1 toilets – Office staff

Nurture toilets – Nurture staff

Reception toilets – Reception staff

Isolation toilets – Isolation staff

Disabled toilet downstairs – Headteacher's PA

Toilets opposite F9 – F9 teacher

Toilets next to F1 – F1 teacher

Upstairs disabled toilet – F1 teacher

Adults who have rooms nearest to the toilets must ensure that if a pupil is inside the toilets when the bell sounds they are taken to the nearest classroom. They must then ring the classroom where the pupil should be so that registers can be completed

If you feel that any staff member or pupil may be in danger you must get a message to the DSL Office (Ext 103 or 104), Premises Manager (Mobile 07760134779) or the PA to the Head Teacher (Ext 120) by the quickest possible means, explaining that there is a CODE 1, giving the location of the intruder or suspicious visitor. The DSL, Premises Manager or PA to the Head Teacher will ensure that the Head Teacher / Deputy Head Teacher / member of SLT is made aware of the situation and will arrange for the school bell to be rung as indicated above.

NO STAFF ARE TO DISMISS PUPILS UNTIL INSTRUCTIONS ARE RECEIVED FROM THE HEAD TEACHER / DEPUTY HEAD TEACHER OR MEMBER OF SLT. THE ALL CLEAR WILL BE THE BELL RINGING TWICE.

STAFF CONDUCT DURING ALERT

- Stay calm
- Follow the instructions stated in this policy
- **DO NOT given any information to parents**, visitors etc other than stating that we are looking after the children's safety and more information will follow as appropriate
- Follow ongoing instructions from the Head Teacher, Deputy Head Teacher, Premises Manager or member of SLT as appropriate.

MONITORING

The Governing Body, the Head Teacher and/or an appointed person will review the policy.

REVIEW

This policy will be reviewed by the Establishment Committee annually.

Name/Signature of Chair of Governors: Dr Harry Taylor

Date: 25.03.19 (updated April 2019)

Review date: February 2020