



## 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 Receptionist should ask the stranger the purpose of the visit, ask them to sign in and issue a badge
- if the member of staff or Receptionist has any suspicion about the stranger they must inform the Head Master, Bursar, Deputy Head or the delegated Senior Teacher on-site immediately, and ask the stranger to remain in the Reception area
- if the stranger ignores the instruction the Head Master, Bursar, Deputy Head or the delegated Senior Teacher 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 Master, Bursar, Deputy Head or the delegated Senior Teacher on-site as soon as this is possible. Staff must never put their own safety at risk.
- only the Head Master, Bursar, Deputy Head, or the delegated Senior Teacher on-site may ask the stranger to leave the site
- if the stranger refuses the instruction the Head Master, Bursar, Deputy Head, or the delegated Senior Teacher 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 judgement of the Head Master, Bursar, Deputy Head or the delegated Senior Teacher 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 Master or Bursar (or Deputy/delegated Senior Teacher in their absence ) or with the authority of the Head Master or Bursar

- when calling the police the Head Master or Bursar (or person acting on the authority of the Head Master or Bursar) must give clear and sufficient information to allow the police to make a judgement 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 MASTER or BURSAR (or someone with the Head Master's or Bursar'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 Master or Bursar 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 Bursar will report issues and actions taken in the Report to the Governors
- issues will also be discussed by the appropriate sub-Committee of 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 2009

Revised January 2010