



Loughston School

Visitors, VIPs and Intruders on School Site

1. Introduction

Loughton School believe that the safety of the children and staff in our setting is of paramount importance. We make every effort to keep our setting secure from intruders. The school is surrounded by a secure fence, which is locked during the school day. Entry is by one route and visitors will need to be buzzed in.

All visitors are monitored during visits and never left unsupervised with children.

The Headteacher can authorise reception staff to manage visitors or intruders.

2. Legitimate Visitors

There are a number of different types of legitimate visitors to a school.

- Visitors who attend the school in connection with children and who have a professional role ie social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches
- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers
- VIPs – Very Important People
- Other legitimate visitors i.e. parents, parent helpers, school governors.

Visitors are always required to sign in at reception.

Visitors are required to wear a lanyard at all times they are on school premises. Governors have photo ID and specific lanyards.

The colour of the lanyard denotes the level of supervision required for the visitor.

Visitor records are kept for current year plus two years as per ICO guidance.

3. Planning for visits

Visits should be planned to ensure they run smoothly taking into account the need to safeguard both children, the reputation of the school and the visitor. Where appropriate, risk assessments should be undertaken. The head teacher or senior leadership team should be aware of visits in advance.

However, Governors may choose to visit unannounced in order to verify or audit school procedures.

4. VIP visits

A VIP is usually an external visitor of importance or influence who commands special treatment.

- Royalty and Royal Representatives
- Government (Members of Parliament, including government ministers and politicians)
- Diplomats and Senior Public Servants
- Chairpersons/ Chief Executives Officers of major companies and organisations
- Senior Officers from Charitable Trusts
- Religious leaders
- Civic and local community leaders
- Notable academics, Olympians, Authors, high profile prize winners and those with celebrity status in particular fields such as sport, music, the arts, media including celebrities and who are likely to inspire others.

An invitation to a VIP should be made in advance with sufficient time to enable appropriate planning for a safe and successful visit recognising how the visit will be hosted and importantly who will be escorting and supervising the visitor at all times. All VIPs and any entourage should be accompanied at all times by a member of staff.

5. Identified intruder alerts

Staff should be aware of the procedures to take in the event of an intruder being identified on the premises. All practitioners must be aware that it is their priority to maintain the safety of the child/ren in their care as well as their own safety and to protect the setting's environment and equipment.

Staff and children will have the opportunity to practise what happens in a lockdown situation.

An intruder is an individual in the school who has not followed establishment visitor procedures and may or may not be a safety hazard to the setting. This policy provides a means of dealing with either situation.

Any member of staff who observes an individual in the school who appears suspicious or out-of-place should either approach the individual (if safe to do so), ask for their name and purpose in the school or should contact reception for assistance.

The person approaching the suspicious individual must determine if the person poses a safety hazard or just needs to be made aware of the school's visitors' policy.

The safety of the children remains the first priority.

6. Visitor with legitimate business

- Identify their person and determine their purpose or need for being in the setting.
- Escort person to reception and have them check in as a visitor.

- Ensure they are aware of the school's visitor policy for future reference.
- Review security to determine how the intruder gained entry.

7. Intruder who may pose a safety hazard

- If it is safe to do so, politely greet intruder, identify yourself and ask purpose of the visit to the school.
- Ask a colleague to observe your approach to the intruder.
- Explain that all visitors must report to reception and escort the person there.
- Depending on the circumstances and demeanour of the intruder, the receptionist will make every effort to call the police to report the incident. If the intruder appears agitated, irrational or refuses to leave the building in a peaceful manner, endeavour to calm the person by talking in a low calm reassuring voice whilst also trying to gain the attention of another member of staff to call the police.
- If police are called and the individual leaves or attempts to leave prior to the police arriving, do not attempt to physically detain or restrain the person.
- Contact the police to inform the responding officers that the individual has left the building, the direction and means of transport.
- If individual stays until police arrive, inform the officers what has happened that led to the individual being with you so that they can establish probable cause for arrest for trespassing.
- Review security immediately.
- Log incident and actions as soon as possible.

8. Intruder who is armed or otherwise poses a safety hazard

- Alert all staff members.
- Alarm will be sounded to alert all staff. The alarm sounds like a high-pitched siren.
- Staff to lock down in class, moving children out of sight of doors and under desks
- Staff must not approach intruder.
- Contact police as soon as possible to report the incident.
- Give operator all the information regarding location of the intruder, a physical and clothing description and the weapon(s) involved.
- Advise the operator what you are doing to ensure the safety of the children and other members of staff.
- Remain on the line until the operator advises you to hang up.
- Until the police arrive, monitor the location of the intruder (if this can be done safely).
- If intruder approaches individual staff - Attempt to direct the intruder away from areas occupied by children. Use casual conversation or body language to calmly direct the situation. If the intruder refuses to cooperate, do not escalate the situation. If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.
- Back away slowly and leave the area, both of your hands should be up with your palms facing the intruder while slowly backing away.
- Remain calm, do not attempt to disarm the person

- Once the police officers arrive provide them with the following information:
 - Location of the intruder
 - Description of the intruder
 - Any known weapons
 - Any statements made by the intruder
- Be prepared to keep media, parents and other community members out of the setting. The police will secure the building.
- Contact the Council press officer for help with a press statement.
- All other staff members and official visitors should remain in their designated area with the children unless otherwise directed by the police, reassuring and engaging the children as appropriate.

A thorough investigation of the incident, and a report will be made by all staff involved.

Inform Ofsted and the schools' parents of the incident and the subsequent investigation, with due regard to both data protection and confidentiality policies.

Review effectiveness of procedures following the event.