



# Wakefield Grammar School Foundation

<b>Document Reference</b>	<b>Visitor &amp; Intruder Security Policy</b>
<b>Version Number</b>	V1.05
<b>Author/Lead</b> <b>Job Title</b>	Kent Oliver Estates Manager
<b>Authorising Person Name</b> <b>Authorising signature</b> <b>Date</b>	Jenny Cocker, Director of Finance and Operations
<b>Date last reviewed, ratified and implemented (this version)</b>	27 April 2021
<b>Date of Next Review ( 2 yearly)</b>	April 2023
<b>Consultation</b>	Heads-SLT's
<b>Date Ratified</b> <b>Name of Ratifying Committee</b>	Risk, Compliance Committee

**VALIDITY – Policies should be accessed via the Foundation intranet to ensure the current version is used.**

## CHANGE RECORD - REVIEW PERIOD 2 YEARLY

Version	Date	Change details
V1.00	Dec 2008	Written; LPerry Director of Finance & Operations
V1.01	Aug 2011	Review, L Perry
V1.02	Feb 2012	Governors, Risk & Constitutional Committee
V1.03	Sept 2014	Review, J Gibson (H&S Consultant)
V1.04	Aug 2017	Review, D Cowderoy
V1.05	Apr 2021	Review, K Oliver, J Garside

To be published on the following:

<b>Staff shared</b>		<b>School website</b>	<b>X</b>	<b>ISI Portal</b>	
---------------------	--	-----------------------	----------	-------------------	--



# Wakefield Grammar School Foundation

## GENERAL

The Governors, Head Teachers, Director of Finance and Operations and Site Manager have a duty to ensure the safety of everyone on the school site and should ensure that systems are in place to see that this duty is exercised properly.

Any person who enters the school site without permission is a trespasser and should be asked to leave.

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

## ROUTINE SECURITY

- All visitors should report 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

A person or a group of people found on the school premises who have not followed correct visitor procedures can best be described as intruders. In such a situation, school personnel are advised to assess whether the intruder is or is not a security risk before challenging the individual/s to establish their identity and the purpose of their 'visit'. Trespass is not a criminal offence but if a trespasser refuses to leave the school premises, or re-enters after being asked to leave or causes a disturbance they could be committing a criminal offence under section 547 of the Education Act 1996.

- 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 their 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 Teacher, Deputy Head, Director of Finance and Operations and Site Manager 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 Teacher, Deputy Head, Director of Finance and Operations and Site Manager or the delegated Senior Teacher on-site **must** be notified immediately



# Wakefield Grammar School Foundation

- if a stranger is abusive, or a nuisance in any way, the member of staff must not take direct action, but **MUST** send for help by informing the Head Teacher, Deputy Head, Director of Finance and Operations and Site Manager or the delegated Senior Teacher on-site as soon as possible. Staff must never put their own safety at risk.
- only the Head Teacher, Deputy Head, Director of Finance and Operations and Site Manager or the delegated Senior Teacher on-site may ask the stranger to leave the site and only then if there is no risk to their own safety.
- if the stranger refuses the instruction the Head Teacher, Deputy Head, Director of Finance and Operations and Site Manager or the delegated Senior Teacher on-site must 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 Teacher, Deputy Head, Director of Finance and Operations and Site Manager 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.



# Wakefield Grammar School Foundation

## APPENDIX

### A. CONTACTS WITH POLICE

- when calling the police the Head Teacher or other designated person 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 premises 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 Teacher, Deputy Head, Director of Finance and Operations and Site Manager or the delegated Senior Teacher who 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 until the Police arrive

#### PUPILS

- If a member of staff suspects that, a pupil is in possession of a weapon of any kind that person must inform the Head Teacher or Deputy Head Teacher or member of the senior leadership team.
- The pupil must be asked to surrender any weapons that they may have.
- if the pupil refuses to co-operate, the police must be called and any search should be carried out by the police
- the pupil's parents must be informed and asked to come to the school
- Any confiscated articles are to be handed over to the police as quickly as possible unless the Head Teacher judges that it is reasonable to return it to the parents.
- At all times the suspect pupil must be kept away from other pupils.



# Wakefield Grammar School Foundation

## **D. REPORTING AND RECORDING**

- staff must record all incidents in the school incident log.
- the log will be inspected by the Director of Finance and Operations and Site Manager, at regular intervals, and any necessary action taken
- the Head Teacher will report issues and actions taken in the Report to the Governors
- issues will also be discussed by the appropriate Risk & Compliance Committee of the Governing Body at periodic intervals. This committee may inspect the log as necessary.

## **E. MONITORING**

The Governors and Senior Management Team, Director of Finance and Operations and Site Manager will monitor the working of the policy and consider annually whether any amendments need to be made.