



## **PROCEDURE FOR INTRUDERS ON PREMISES FOR SENIOR AND PREP**

<b>Person(s) responsible for this policy</b>		<b>Head, DFO</b>	
<b>Last review by</b>	<b>Alison Bullock</b>	<b>Review date</b>	<b>September 2024</b>
<b>Date of next review</b>		<b>October 2024</b>	

**This will be reviewed again after the Pharos security audit Sept 2024**

### **Instructions to Staff:**

- Unless DBS checked, all visitors should be accompanied at all times, have signed in at Reception, and be wearing a visitor's badge.
- For visiting speakers, please refer to the visiting speaker guide.
- If anybody is on-site not wearing a visitor's badge or is wearing a visitor's badge and unescorted, please escort them back to the main reception.
- Please ensure that the pupils are safe and do not place yourself in danger.

### **Awareness**

Please ensure that when you enter or exit the building, that:

- Outside doors and gates are closed.
- Automatic doors should have closed before you depart.
- Bags or valuables are not left unattended, even in the staff room.
- Any evidence of unauthorised or suspicious activity is reported to the DFO.
- Notify Estates Bursar of any broken or damaged windows, doors, or equipment immediately
- Notify Estates Bursar of any fire doors propped open or sticking on carpet
- Notify the Estates Bursar of any corridors & doors blocked, even partially
- Ensure all contractors are where they should be and are expected on site
- Ensure that all kitchen deliveries are escorted in and out

Please be sure that all valuable pieces of equipment, dangerous items or personal items are locked away or secure, particularly at the end of the day.

Please ensure all sensitive papers, including personal data, are locked away securely at the end of the day.

We wish to protect the building and property, but the school community is the overriding priority. We must not allow the pupils, staff or visitors to be at risk.