

Barford Primary School



Intruder Procedure

NB: It is expected that all visitors including parent helpers and contractors sign in at the main office before proceeding to other areas. They should wear a Barford School visitor badge although Norfolk County Council employees usually have their own ID badges on display e.g. ICT technicians, LA advisers, NPS employees.

All staff have a responsibility to be aware of visitors/strangers around the school and take action to ensure their safety and children's safety.

When working on site alone please refer to Lone Working risk assessments: locks must be used to keep building secure and staff safe. Keep a working mobile phone with you, if possible.

If you spot an unknown person on site:

1. Look for a Barford School visitor badge or relevant NCC badge.
2. Approach and ask for ID, if not sure. Ask if they have signed in.
3. Accompany them to the office to sign in and collect visitor badge.
4. The School Secretary will check the visitors' list on arrival at school.
5. Inform the most senior teacher on site if there are any problems.
6. If an intruder gives you cause for concern and you are worried for your own safety or children's safety then DO NOT APPROACH.
7. Retreat to the safest area possible and use the school's phone system to alert others and get help. FAB staff should alert the Duty Teacher or the Caretaker.
8. In an emergency if there is still concern, phone 999 for the police. Keep children and staff in a closed room. Barricade the doors, if necessary. NB the only outside phone lines are the main office, head's office, staffroom, FAB and kitchen (dial 9 for an outside line).

If the office is not manned but the school building is open, particularly before or after normal office hours, staff should be more vigilant.

Approved by Governors

November 2017

Review

November 2019