



<i>Policy Title</i>	Intruders on School Site Policy
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Revisions Table

<i>Version</i>	<i>Date</i>	<i>Edited by</i>	<i>Description of Change</i>
			No amendments

The master copy of this document can be found on the FBS Google Drive, under the “Policies” folder. This is one of a number of policies that are reviewed by the Governing Body, the full list can be found on the FBS Google Drive in the Policies Folder. Minor revisions that just adjust factual items (eg contact details / names) can be made by the author without formal review, and must be recorded in the Revisions table above. Revisions table front sheet was added to all policies during policy review of Summer 2018.



THE FULHAM BOYS SCHOOL

INTRUDERS ON SCHOOL SITE POLICY

Date of Next Review: Summer 2019

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1. INTRODUCTION

- 1.1 Fulham Boys School is built upon Christian principles and values and as such we believe that our School should be an environment which provides a secure, caring, positive, safe and stimulating environment for all our boys and staff.
- 1.2 The governing body and staff of The Fulham Boys School is committed to, takes very seriously and fully recognises, the responsibilities it has to safeguard boys entrusted to our care.
- 1.3 The values and ethos of the school are central to our Intruders on School Site Policy.
- 1.4 An intruder on the school site could also include people in the immediate school vicinity.
- 1.5 This policy should also be read in conjunction with Lockdown Procedures.

2. VISITORS TO FBS

- 2.1 All visitors must report to the School's main reception.
- 2.2 A procedure of registration is in place and all visitors are provided with identity lanyards.
- 2.3 Any other person without an identity lanyard should be approached and politely asked of the nature of their business and be taken to reception.

3. INTRUDERS ON SITE

- 3.1 For those who are clearly intruders, the following procedures should be adopted:
 - 3.1.1 Staff seeing intruders on site should ask them to leave. Alternatively, a member of SLT should be asked to approach the intruder. No member of staff should put themselves into a potentially awkward position.
 - 3.1.2 Staff should report sightings to the Headmaster, a member of the Senior Leadership Team (SLT) or to reception, and police will be called if necessary.
 - 3.1.3 The member of staff makes a written report (immediately or as soon as possible thereafter) – see Intruder Report Form (Appendix 1).
 - 3.1.4 When police arrive the Headmaster or member of SLT using the completed report will, if needed, make a statement to the police. Using this procedure staff should not need to be interrupted/interviewed.
 - 3.1.5 Boys should be told not to approach intruders or strangers themselves, but be encouraged to inform a member of staff.

APPENDIX 1

INTRUDER REPORT

Date

Time

Please complete the following details as soon as possible after the incident.

DESCRIPTION OF THE INCIDENT

- *Please include details of the intruders' activities, any conversations with the intruders.*

DESCRIPTION OF THE INTRUDERS

- *Please include number, appearance including any distinctive features, transport eg car/van/bike, make, colour and registration number.*

ACTION TAKEN AFTER THE INCIDENT

Name

Signature