

## Intruder Policy

**Effective Date: 20/8/2024**

The primary concern of Hamilton Dance is the safety of the children, young people and vulnerable adults, above any other role, their safety is, and must continue to be the first call of staff duty.

### AIM

The purpose of this policy is:

- To ensure the safety of children, young people and vulnerable adults
- Prepare staff for the possibility of an intruder or possible offender
- To have procedures in place if any incident should occur

### ELIGIBILITY

This policy applies to all staff of Hamilton Dance.

### SCOPE OF THE SCHEME

An intruder is a person who has not been invited onto the premises, and/or who has no legal right or permission to enter. An intruder may be a person new to the building, which has been either misdirected or is lost and poses no threat. Alternatively, an intruder may arouse suspicion as to their presence in the building and may pose a safety hazard.

Definition of an intruder:

- Someone who has not followed the normal visitor procedures and who may potentially be a safety risk
- Before an intruder is approached by any member of staff, they must determine whether it is safe for them to approach the intruder or whether they need to seek immediate advice

### ***Procedure 1 - Person on legitimate business but not familiar to the member of staff***

Any member of staff who observes an intruder on the premises or within the grounds of the dancing school must determine if the person poses a safety hazard or just needs advice, guidance or redirection. If safe to do so the intruder should be asked their name and reason for being onsite and the school Principal should be informed if the teacher deems it necessary.

### ***Procedure 2 - Suspicious Cases - Person who may pose a safety hazard either within school or within the vicinity of the school***

Identify yourself to the intruder, politely greet them and question their purpose for being on the premises. Ask a colleague to alert the school Principal. Explain that visitors are not permitted in any of the main buildings whilst a class is in progress and ask them to wait in the car park area for the school principal. Advise the principal who will greet the person in an outside space whilst the children remain inside the buildings.

Depending on the circumstances and demeanour of the intruder, the Principal will make every effort to call the Police. If the intruder becomes agitated, displays violence or refuses to co-operate with directions, an attempt will be made to calm and comfort them whilst also attracting another member of staff to call the Police. Do not attempt to restrain them.

Have regard to the safety of any children, young people and vulnerable adults present, and if possible, evacuate them from the area. Do not panic, act in a calm manner as so not to cause alarm or distress.

If the intruder attempts to leave, do not prevent them from doing so, but carefully note their direction and clothing, and any vehicle they may enter. Take note of the direction they take and alert the Police of the circumstances.

If the intruder remains onsite until the arrival of the Police, inform the officers of the circumstances and in the presence of the Police, make a firm request for the intruder not to return.

Review the security procedure and make a written report.

### ***Procedure 3 - Intruder who is armed or otherwise poses a safety hazard***

Alert a member of staff to call the Police (999) as soon as possible. Give the operator the following information:

1. Location of the intruder (where they are in the building)
2. Physical and clothing descriptions, including any weapons that may be involved

Advise the operator of your actions to safeguard any children, young people, vulnerable adults and other members of staff and remain on the line until told to hang-up. Monitor the location of the intruder. If allowed to do so, evacuate all children, young people, vulnerable adults from the immediate area. **Do not approach or engage with the intruder.**

In a hostage situation where children, young people, vulnerable adults or staff are prevented from leaving a studio or another area, the first consideration must be to keep everyone calm as best as possible without creating panic or fear. Remain calm and do not attempt to disarm the intruder.

The School Principal should be aware of the location, description and type of weapon in possession of the intruder; these details will be given to the Police on their arrival. All other members of staff, children, young people and vulnerable adults should remain in the designated room unless otherwise directed by the Police. Should there be an investigation into the accident, all staff or other witnesses present may be called to recollect what happened.

### **INTRUDER ALERT- FULL LOCKDOWN- IMMEDIATE ACTION**

1/

- All activities to stop and guests to remain in studios / rooms (with teachers and assistants)
- All corridors and communal areas to be cleared, unless it is considered safer to be in corridors, rather than other areas
- Anyone requiring support in moving to studios, rooms or offices or safe areas should be given assistance by those around them
- As far as possible everyone to sit out of sight and in a location that would protect them in the case of gunfire, e.g. behind substantial brickwork or reinforced walls
- Lights, music systems and any screens and other equipment should be turned off
- Mobile phones should be turned to silent (not vibrate)
- A quiet and calm atmosphere is to be maintained, keeping alert to the emotional needs of others

2/

- Once lockdown mode is in operation, anyone who is not accounted for (teachers and students) should be reported to the School Principal by silent text (or other appropriate communication method such as word of mouth, according to the situation)
- No one is to leave the lockdown area during a full lockdown in any circumstances, unless the lockdown is lifted and/or the emergency services have indicated it is safe / advisable to do so or evacuation occurs
- In cases where part(s) of the building are considered unsafe or become unsafe, everyone is to move to away and into another part of the building and continue to follow the full lockdown procedure

- Parents / guardians / carers will not be able to collect their children during a full lockdown procedure. They will receive relevant communications and instructions as and when possible.

#### STAFF CONDUCT DURING ALERT

- Stay calm
- Follow the instructions stated in this policy
- DO NOT give any information to parents, visitors etc other than stating that we are looking after the children's safety and more information will follow as appropriate
- Follow ongoing instructions from the emergency services as appropriate.
- 

NO STAFF ARE TO DISMISS STUDENTS UNTIL INSTRUCTIONS ARE RECEIVED FROM THE EMERGENCY SERVICES.

REVIEW DATE: August 2025