

WAKEFIELD GRAMMAR SCHOOL FOUNDATION

POLICY ON DEALING WITH TRESPASSERS

General

The Governing Body has a duty to ensure the safety of everyone on Foundation premises.

Visitors are welcome on Foundation premises. Visitors may be parents, visiting pupils and their teachers, governors, suppliers or contractors. The process for dealing with visitors to Foundation premises is included in the Security Policy.

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

Definition of Trespassers

Anyone entering onto the school premises that has no business there. The most common types of trespasser would be those intent on committing crimes such as theft or vandalism or those who want to use the school grounds or playing fields without permission such as skateboarders. Another type of trespassing would be in the case of an estranged parent seeking access to a pupil when this has been restricted by a court of law.

Clearly there are other reasons why someone may trespass on Foundation property and everyone should remain vigilant and report all instances.

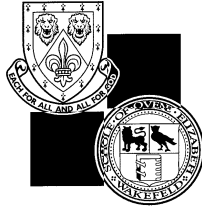
Types of Troublemaking

The most common problems facing the school are:-

- Occasional abusive behaviour from parents or other outsiders such as former pupils
- Former pupils and others waiting outside the school gates at the end of school
- Vandalism during and outside school hours

Procedures

Contacts with the Police



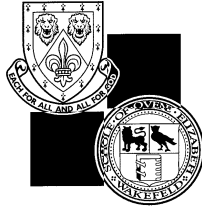
- Regular contacts will be maintained with the police over security arrangements and crime prevention
- Any emergency contact with the police can only be made by the Head or the Deputy Head or Senior Manager when acting with the authority of the Head, or in the absence of the Head.
- When calling the police the Head (or person acting on the authority of the Head) must give clear and sufficient information to allow the police to make a judgement about the scale of their response.

Routine Security

- The only entrance to the school which may not be locked on a key pad is the front door. A sign in the entrance hall makes it clear that visitors should report to Reception
- Further signs point the way 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

- If a visitor is not wearing a badge they should be politely challenged by any member of staff and accompanied to Reception.
- ***Pupils must not challenge anyone not displaying a staff or visitors' badge, but should inform a known member of staff immediately if they are concerned as to whether someone should be on school premises or not.***
- At Reception the Receptionist will ask the stranger the purpose of the 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 ask them to leave the premises. Staff must never put their own safety at risk.
- If the stranger refuses the instruction, the member of staff may 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 individual judgement as to 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.



Where There Are Offensive Weapons

Intruders

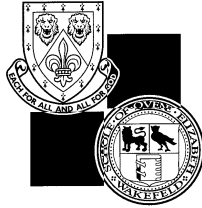
- If staff suspect an offensive weapon is on the intruder they must immediately inform the police
- The person will be kept under close surveillance while the police are awaited

Pupils

- Staff are not obliged to search pupils, but if such a course of action could diffuse the situation it might be contemplated, **ONLY THE HEAD** (or someone with the Head's authority) may give permission for this.
- If the pupil refuses to co-operate, any search should be carried out by the police
- The pupil's parents must be informed and asked to come to the school
- If the pupil co-operates, at least two teachers of the same sex as the pupil must be present when a search is made. One teacher will do the search while the other observes and takes notes. The search will be in private. It is advisable for parents to be present and to consent, but the pupil's own consent is sufficient.
- Any confiscated articles should be handed to the police as quickly as possible by the Head, unless the Head judges that it is reasonable to return them to the parents.
- At all times the suspect pupil must be kept away from other pupils, unless this is not possible owing to the circumstances.

Reporting and Recording

- The incident must be recorded for the pupil's file, and copies placed in the files of any other pupils involved.
- Staff must also record all incidents in the school incident log kept in the school office
- The log will be inspected by the Head (or nominated member of the Leadership Group) at regular intervals, and any necessary action taken
- The Head will report issues and actions taken in the Report to the Governors
- Issues will also be discussed by the Risk and Constitutional Committee of the governing body and the schools' General Purposes Committee at periodic intervals. These committees may inspect the log as necessary

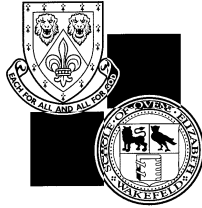


Monitoring and Review

The Risk, Constitutional and Safeguarding Committee will monitor the working of the policy and consider whether any amendments need to be made.

Review History

Policy written	December 2008	L Perry
Reviewed	August 2011	L Perry
Reviewed	February 2012	Governors – Risk and Constitutional Committee
Reviewed	September 2014	J Gibson (H&S Consultant)



STATEMENT OF TRESPASS

Queen Elizabeth Grammar School, Northgate, Wakefield / Wakefield Girls' High School, Wentworth Street, Wakefield is private property (*delete as appropriate*). The Management or their representative has the legal right to refuse permission for anyone to enter or remain on their premises.

On behalf of Queen Elizabeth Grammar School / Wakefield Girls' High School (*delete as appropriate*) and in view of your behaviour within the school, I hereby give you formal notice that you are now barred from entering the school or any of the adjacent buildings belonging to the school.

Should you enter any of these premises you will be considered a trespasser and dealt with as such. This could mean you being physically evicted from the premises, which may result in you being detained and given into police custody.

If you are caught stealing on these premises as a trespasser you will be committing the offence of burglary and we shall request that the courts deal with you accordingly.

Signed:

Date:

I have had and read the above Statement of Trespass and understand that I am now barred from Queen Elizabeth Grammar School / Wakefield Girls' High School, Wentworth Street, Wakefield for (length of ban) from the date shown above.

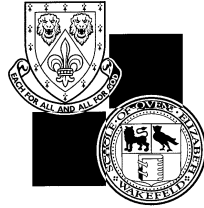
(Recipient)

Signed:

Print Name:

Date:

Police Officer Attending:



Please complete the information below each time a notice is issued

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Number	Date	Person	Reason	Sec Off/Police