



# Break In & Intruder Policy & Procedure

## INTRODUCTION

An intruder is a person who has not been invited into the school, and who has no legal right or permission to enter.

An intruder may be a person new to the building, who has been either misdirected or is lost and poses no threat to the children or staff.

Alternatively an intruder may arouse suspicion as to their presence in the building, and may pose a threat.

## PROCEDURE

Any person not immediately connected with the school will be asked to show identification before being allowed access.

Their names will then be recorded in the visitor's log and they will be asked to remain in the school reception, away from the children, until the nature and purpose of their visit has been satisfactorily explained.

Visitors will be asked to wear a Visitor Badge at all time.

Even in the case of legitimate visitors, their arrival, movement within the setting and departure will be escorted and monitored by a member of staff.

In the event of a break in or an intruder entering the premises staff must know how to protect themselves and the children from risks of harm and follow a safety procedure.

## AIMS

- To protect the wellbeing and safety of staff, children and other persons at the School.

## IMPLEMENTATION STRATEGIES

### 1. The following procedure will be followed in the event of a break in / hold up or intruder.

- If you are aware of an intruder, and can safely leave the building without being observed, do so and raise the alarm. Do not confront the offender(s) and call the police.
- Give the operator the location of the intruder, a physical and clothing description and the weapons involved.
- Advise the operator of your action to safeguard the children and other members of staff, and remain on the line until told to hang-up.
- Monitor the location of the intruder.
- If you are not involved in the incident, stay away, keep the children out of danger, follow the lockout procedure and raise the alarm.
- If you are the victim of, or involved in an armed hold up or intruder situation, your personal safety is the primary consideration. Do not try to be heroic.

### 2. Staff should attempt to:

- Avoid sudden movements and it is recommended that hands are placed in view of the intruder.
- Move away if possible – try to keep some distance or a table or other piece of furniture between yourself and the intruder.
- Speak slowly and clearly
- Control your fear.
- Observe as much as possible about the person. In particular, note the person's speech, mannerisms, clothing, scars or tattoos. Do not stare at the person, however, as they may be under the influence of drugs or alcohol and act irrationally.

### 3. Staff are encouraged NOT to:

- Argue with an intruder or try to subdue an intruder.
- Volunteer information to the intruder or the media.
- Stare at the intruder or be heroic.
- Interfere with the premises after an intruder has left until police have arrived and cleared.

### 4. The welfare of the children should be paramount in any action taken.

- Have regard to the safety of any children present, and evacuate them from the area as soon as possible.
- Do not panic, act in a calm manner, do not cause alarm or distress
- Evacuate all children from the immediate area, if allowed to do so, and do not approach or engage with them.
- In a hostage situation where children or staff are prevented from leaving the room or area, the first consideration must be to calm the children without creating panic or fear
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f) Try to engage the children in activities

**5. If the intruder leaves:**

Try to observe their vehicle registration number, the colour and type of vehicle and the direction in which it travels on leaving the school. Record these observations in writing as quickly as you can after the incident.

**6. Call the Police 000**

**7. After the incident:**

- a) Notify the Principal and School Board Chairman
- b) Complete an Incident Report-See Appendix 1
- c) Complete the Checklist and talk about this at the next staff meeting. See Appendix 2

**8. Visitors to the School**

Staff are reminded that no visitor to the School should be left unaccompanied. Investigate all visitors immediately.

**9. Debriefing**

Members of staff and children involved in an intruder situation which posed a serious threat may need to be supported and debriefed after the event. Counselling and support may be procured from external professionals if appropriate

**Source**

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011
- Community Child Care Co-operative Ltd

Policy Review Date	Modifications	Review Date
Written: May 2009 Approved: October 2012 Reviewed: March 2014 Reviewed: May 2015		
Reviewed:- Nov 2018	New Format and updates	Nov:2020

Appendix 1

## NOTIFIABLE INCIDENT REPORT INTRUDER/TRESPASSER

Forward promptly to the Principal

Email: [principal@farmhousemontessori.nsw.edu.au](mailto:principal@farmhousemontessori.nsw.edu.au)

PLEASE PRINT CLEARLY

Reported by:	Date of Report
Title/Role	Incident No:
Campus:	AGEID No.
Signature	Principal/Authorised supervisor of Campus (where incident happened):
Incident Type:	Date of Incident:
Location/Campus	
Address	
Specific Area of Incident	

**Incident Description:**

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**Name /Role/Contact of Suspects**

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**Description of Apprehended Suspects**

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**Witness of Victim name /Contact**

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Police report filed: \_\_\_\_\_ Police Station: \_\_\_\_\_  
 Reporting Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Follow up Action**

## Appendix 2

### Checklist for Intruder or Trespasser

All visitors to the school campuses at both Nth Balgowlah and Nth Head are required to register at the office. Visitors should be issued an ID badge. Staff should approach any person without a badge and send them to the office. Notify the office immediately if the person refuses to go to the office.

**DIRECTIONS:** Use the following checklist to assess the school building's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

DATE: _____	Action Item	Completed
<b>1) Procedures for an intruder situation:</b>		
	a) Determine whereabouts of the intruder.	
	b) Isolate intruder from rest of building and students if possible.	
	c) Attempt to determine the identity of the intruder and his/her purpose.	
	d) If the intruder refuses to leave or return to the office, call 000.	
	e) If the intruder has a weapon, initiate lockdown procedures and call 000 immediately.	
	f) Provide law enforcement with situation information and an accurate description of the intruder.	
	g) Notify Principal's Office.	
	h) Complete and submit police information for charges. (After the incident is over)	
	i) Document situation as fully as possible for future court case if need be.	
	j) Call staff meeting to hold a review of the incident and discuss changes to procedures. ( If required)	
	k) Update checklist, if necessary.	
	l) Review and update building security procedures.	
	m) Communications: Contact parents if deemed necessary by the Principal	
<b>2) If an intruder appears on school grounds during recess or lunch:</b>		
	Outdoor supervisors should immediately notify the School Administrator and guide all students to nearby buildings. <ul style="list-style-type: none"> <li>• Lock all doors and windows.</li> <li>• Wait for further instructions from school officials or Police</li> </ul>	
<b>3).In the event the intruder is inside a classroom:</b>		
	Staff should take a leadership role and perform the following actions: <ul style="list-style-type: none"> <li>• Remain calm, reassure, and quiet others (students/staff).</li> <li>• Remember staff actions will influence others.</li> </ul> Staff should attempt to actively diffuse the situation: <ul style="list-style-type: none"> <li>• Attempt to move students away from the perpetrator.</li> <li>• If deemed safe to do so, staff should approach the perpetrator in a calm, non-confrontational manner and ask him/her to leave the campus</li> </ul>	