



# Chaucer School

A member of Tapton School Academy Trust

## Trespass Policy 2026

**Date approved / Reviewed:** January 2026

**Date to be reviewed:** January 2027

## **Chaucer School Guidance on Challenging Intruders**

Staff at Chaucer School should challenge any visitor who is either not wearing a visitor's badge or is wearing a visitor's badge and who is unaccompanied.

Students at Chaucer School should be encouraged to inform a member of staff if they see any stranger in the school environment or a student who does not belong to Chaucer School.

All staff should feel confident in issuing a polite challenge to any visitors; 'Can I help you?' will cover most situations. If any member of staff or student feels uneasy about the presence or behaviour of any visitor or unknown person then they should report their concerns immediately to a member of the SLT/ Office Manager /On Call Staff.

If there are any serious concerns or threats, then the following procedures should be followed:

### **Assess the Risk**

Try to categorise the intruder and the degree and type of threat posed. Any knowledge of the intruder, their motives or background, will be of help to SLT and possibly the emergency services should they become involved. An intruder could be:

- A walk-in opportunist thief
- A former student
- Parent / Carer
- An older sibling
- A non-custodial parent seeking access to their children.
- An armed intruder
- An unknown quantity

Also look out for people who are not staff but appear to have authority to be here i.e. wearing a suit, carrying a clip board or wearing overalls, all are a good cover for a sneak intruder.

- Always tell another person when you are going to speak to possible intruders
- Do not stand too close or invade personal space as this could trigger a confrontation
- Avoid an aggressive stance such as finger wagging or folded arms
- Be polite, stay calm, speak gently, slowly and clearly
- Avoid getting into arguments
- Be clear and explain about what you will need to do next
- Do not turn your back and if you leave a room do so by backing away.
- If there is more than one potential intruder do not confront them on your own seek support and once discussed at SLT level even think about enlisting the help of the Police.
- If you do not feel sufficiently confident to challenge an intruder then do not do it. No one will think any less of you. Your own personal safety is paramount.

### **Contacting the Emergency Services once agreed by SLT**

Whilst we have a good working relationship with our local PCSO's and our School Community Police Officer, the emergency number should always be used in the following circumstances:

- If there is any danger to life or risk significant harm
- Actual or suspected threat of violence
- Threat or damage to property
- A crime or suspected crime is in process
- An incident occurs which in your opinion needs an immediate response

Nobody should be expected to 'Have a go', the circumstances will dictate the action to be taken and either the Headteacher, a member of SLT or individual members of staff may have to take the responsibility of making a judgement as to the right course of action. If there is ever a physical threat to staff or students then call 999.

Try and avoid direct contact until the Police arrive. Where staff and students are not in any immediate danger from an intruder then try and keep track of their movements and inform the Police of their whereabouts when they arrive.

In the case of an attempted abduction or direct physical threat to a student you may be required to make an immediate judgement in this case consider:

- Is the intruder known to you, the student or anyone else in the School?
- Is it possible to speak to and reason with the intruder?
- Will the student / member of staff be in greater danger or lesser danger if the intruder is confronted?

### **After the Event**

Once the intruder has left the premises contact should be made with the Police and other Schools in the area. If any action causes harm or anxiety to students or members of staff at the School then professional support will be sought.

### **Trespass, Nuisance or Disturbance on School premises**

Although trespass is not a criminal offence the Headteacher may order any unwelcome or unauthorised visitors off of the School premises. This right is extended by Section 547 of the Education Act 1996. Section 547 makes it a criminal offence if a person present on educational premises without lawful authority causes or permits nuisance or disturbance to the annoyance or persons who lawfully use the premises.

The Headteacher can ask unauthorised persons to leave but only the Police can remove a person from the School premises and only if they have reasonable cause to suspect that the person is committing or has committed a crime under Section 547.

On no account should staff attempt to remove physically from the premises a person who may be committing an offence. If a person is reasonably challenged and will not comply with an instruction to leave the premises or if in the view of the authorised person and instruction or confrontation might inflame the situation and put others at risk the immediate Police assistance should be sought by dialling 999.

### **Site Security**

Any breach of site security should be reported to the facilities team immediately. This also relates to external door security. If external doors fail to lock down they pose a threat to School's security and must be reported. It is the responsibility of all staff to report such instances – staff should not assume that someone else will have reported the issue.

# Revised Guidance: Challenging Intruders — Statutory & KCSIE 2025 Alignment

## 1. Introduction & Safeguarding Context

This guidance supplements the statutory *Keeping Children Safe in Education (KCSIE) 2025*, which sets out the legal duties to safeguard and promote the welfare of children and young persons in educational settings in England. All staff must be familiar with **Part One** of KCSIE 2025, which outlines mandatory expectations for recognising and reporting safeguarding concerns.

Staff should ensure that visitor protocols and intruder challenge procedures are integrated within the School's **Child Protection and Safeguarding Policy**, and that these policies are reviewed annually to reflect legislative and guidance updates.

## 2. Policy Principles

- The school is committed to creating and maintaining a safe environment in which children can learn and staff can teach.
- All staff, volunteers and governors share the responsibility for safeguarding and must act if they are concerned about a person's presence or behaviour.
- Staff must follow the School's **Code of Conduct, Visitor Management Procedures, and Safeguarding Reporting Procedures** at all times.

## 3. Visitor Challenge & Identification

### 3.1 Statutory Requirement

All staff must follow established visitor management procedures designed to safeguard children and staff; this includes appropriately challenging individuals not wearing a clearly visible School visitor badge or without valid authorisation.

- Any person on site without an appropriate pass or without an escort should be politely but firmly challenged in a manner that maintains personal and pupil safety.
- Staff should use the standard approach:  
“**Hello, can I help you? Are you expecting to be on site today?**”

Staff should not attempt to detain or physically confront a person except in circumstances where there is imminent risk of serious harm, in which case immediate action to protect pupils and staff (including calling 999) must be taken. This aligns with the school's **safeguarding duty under s175 of the Education Act 2002** as reinforced in KCSIE.

### 3.2 Professional Boundaries

When challenging a visitor:

- Maintain safe physical distance and a non-confrontational stance.
- Avoid actions that may escalate into a threat (e.g. finger pointing, raised voices).

- Reassure any students in the vicinity and ensure they remain supervised.

If a person refuses to cooperate or staff feel unconfident to approach, staff must report immediately to a senior leader (DSL, SLT or Office Manager).

#### 4. Risk Assessment & Categorisation

On identifying an unverified intruder:

- Conduct an initial risk assessment without placing yourself or pupils at risk.
- Consider whether the person:
  - Is a legitimate visitor who has deviated from expected movement?
  - Is a former pupil, parent/carer or unknown adult?
  - Presents a potential threat (aggressive behaviour, weapons, harassment)?

Record all observations factually and escalate to SLT without delay.

#### 5. Reporting & Escalation Procedure

Any concern about an intruder must be reported without hesitation:

1. **Immediate Reporting:** Report to SLT/On-Call Lead/Office Manager.
2. **Safeguarding Lead Notification:** DSL must log the incident in the school's safeguarding system and determine if the matter constitutes a safeguarding concern or criminal offence.
3. **Police Involvement:**
  - a. Immediate dial **999** if there is any risk to life or serious harm.
  - b. Contact local police non-emergency number (101 or local equivalent) if incident has concluded but requires investigation.
  - c. In cases of criminal behaviour, the Police lead the response.

Staff must not place themselves or pupils at risk by attempting to physically remove an individual. This is consistent with the school's duty of care and complies with relevant legal frameworks, including public order and duty to safeguard pupils.

#### 6. Safeguarding Record Keeping

All intruder or challenge incidents must be recorded in the School's safeguarding records:

- Times, locations, staff involved
- Summary of actions taken
- Risk assessment rationale
- Police involvement or SLT actions
- Child impact statements (if any)

Records should be stored in accordance with the School's **Data Protection and Safeguarding Records Policy**, ensuring secure and auditable documentation.

## **7. Post-Incident Actions**

If an intruder leaves the premises without Police engagement:

- SLT must determine whether to report the incident to local community police officers.
- Communicate with relevant staff about changes to access protocols if required.
- Identify support needs for pupils or staff affected by the incident.
- Review security measures (CCTV, access control) and revise protocols as necessary.

Any physical or psychological harm reported by staff or pupils should trigger an internal welfare review and, where appropriate, referral to external support services.

## **8. Training & Confidence Building**

All staff must receive induction training on:

- Safer working practice
- Visitor management procedures
- Escalation and reporting protocols
- Use of safeguarding software and incident logging

Annual refresher training must include intruder challenge practice and escalation routes, and awareness of KCSIE Part One requirements, ensuring competence and confidence.

## **9. Governance & Policy Review**

The Governing Body must ensure:

- This guidance is formally reviewed annually alongside the Safeguarding Policy.
- Any change in statutory guidance (including updates to KCSIE or related legislation) is reflected in policy and communicated to all staff.