

2.10 BREAK IN INTRUDER POLICY

INTRODUCTION

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.

PURPOSE

Lindfield Montessori School aims to protect the wellbeing and safety of staff, children and other persons at the school.

STRATEGIES

Lindfield Montessori School endorses the following procedure be followed in the event of a break in/ hold up or intruder:

- Stay calm and comfort any child experiencing distress.
- If you are aware of an intruder, and can safely leave the building with all the children without being observed, do so and raise the alarm. Do not confront the offender(s).
- If you are not involved in the incident, stay away, keep the children out of danger 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.

Staff should attempt to:

- Avoid sudden movements.
- 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 by observing 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.
- Once the intruder has left, try to observe their vehicle registration number, the colour and type of vehicle and the direction in which it travels on leaving the service. Record these observations in writing as quickly as you can after the incident. Complete incident record as soon as practicable.
- Obey the intruder's instructions. Do only what you are told to do - nothing more, nothing less.

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.
- Try to be heroic.
- Interfere with the premises after an intruder has left.

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

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
September 2021	Updated copy	2023