



*Trespassers in
School
Procedures
2025/2026*

Introduction

Schools are not public places to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser.

Trespassers may therefore be asked to leave. Trespass is not a criminal offence, but a matter that may be pursued through the civil courts. However, if a trespasser refuses to leave school premises, or enters after being required to leave; their behaviour may give rise to a criminal offence under Section 547 of the Education Act 1996.

Discouraging trespass

The school may take the following steps to clarify the position regarding trespass:

- the school's general security strategy is clear that nobody (including Academy councillors, staff, pupils and parents) has an unrestricted right of access to the school premises, except those who have a statutory right to enter for certain purposes including the police, HMI customs and OSTED Inspectors (see Visitors Procedures).
- the Principal (in consultation with the Academy Council as appropriate) may post notices at entrances to the premises which clarify the terms on which people may enter; such notices should, of course, be welcoming but might also specify specific requests.
- It is acknowledged that parents will be in and around the class areas at dropping off and picking up times. Teachers and LSAs quickly recognise their own parents and it is not considered that this is a high security risk
- During the rest of the day, parents should act as visitors to the school, complying with appropriate school arrangements (signing in and wearing identification as a visitor)
- Visitors should present themselves to the reception desk and should be welcomed by admin staff, who will be responsible for signing in and identification badges. New visitors should

also be advised of the Fire Evacuation procedures, Safeguarding and Health and Safety and Data Protection policies at the same time. All visitors should be expected by a member of staff and unsolicited visitors will not be given access into the school without first making an appointment.

- Suppliers, contractors and commercial deliveries should follow similar arrangements.
- Children playing on the school premises out of hours are trespassing and any member of staff who sees them should either ask them to leave politely or ask the Premises Manager (or other senior staff) for assistance
- Those who have a broad permission to enter (i.e. staff, pupils, contractors, out-of-hours users) shall be informed of the limitations both in terms of time and place as to their permission to enter the premises by the reception staff e.g. the signing of the asbestos register.

Such arrangements will not, of course, deter a determined intruder, but they should help ensure that those who do not follow visitor procedures are noticed. They also leave no doubt that the school's premises are private and thus provide a clear basis for treating as a trespasser any person who enters the premise without permission.

The school is covered by CCTV security system which is monitored in the school office reducing the risk of trespassers being unseen.

The school has restricted external access allowing the reception staff to screen unknown visitors at our main gates (both vehicular and foot) by way of an intercom.

Excluding from school premises

Where the Principal is seeking to exclude a parent, carer or other relation from school premises, particularly if violence or abusive behaviour is a possibility, the person should be afforded the opportunity to provide a written reason why they should not be excluded before the Principal makes a decision. Principals should be aware of the Court of Appeal Verdict regarding parents' right to enter their children's school.

If any person threatens or abuses a member of staff or child, then the police should be called immediately to deal with the situation.

All staff share the collective responsibility for challenging unknown persons in the school. Any visitor not wearing a lanyard should be challenged and escorted back to the main reception where the visitor's status can be resolved.

Lockdown

The school is fitted with a lockdown button which when activated alerts by way of an alarm, all staff and pupils to the possibility that we may have an unwanted person on site. The lockdown buttons are in main reception, the KS2 playground exit and the Principals office. Any staff member can activate the lockdown button should they have concerns about a person on site. Upon the activation of the lockdown alarm, staff and pupils should follow the lockdown procedures as practised – (see Lockdown Procedures).