



Intruder Policy

Starmaker Performing Arts Academy Ltd.

Purpose

The safety of our students is our top priority at Starmaker Performing Arts Academy. We are committed to creating a secure environment where every student is cared for and safe. This policy outlines the procedures to follow in the event of an unauthorized individual being identified on the premises.

Understanding Intruders

An intruder is defined as an individual who enters the Starmaker Performing Arts Academy without permission, regardless of their intentions. This policy sets forth procedures for handling such situations, assessing the potential risk to students and staff.

Safety Measures for Students

- Each practice area is supervised by members of the Starmaker Team.
- A fully charged mobile phone is available in each practice space, with emergency numbers (999 & Academy Principal) pre-programmed for quick access.
- All staff members and volunteers are required to have an up-to-date Enhanced DBS check or be licensed chaperones.
- Students are monitored continuously by Starmaker Team members.
- Students are accompanied to all areas of the building by a member of the Starmaker Team at all times.
- Risk assessments are conducted prior to each lesson.

Security Protocols

Starmaker Performing Arts Academy employs several security measures to ensure the safe arrival and departure of students:

- **Arrival:** Parents, carers, and other adults are **not permitted** inside the building. Starmaker Team members will greet children at the entrance, sign them in, and escort them to their first lesson.
- **Departure:** Parents, carers, and adults must wait outside as they are **not permitted** to enter the building. The Starmaker Team will return students back to parents/ carers one at a time. Children will remain supervised inside until their parent / carer arrives.
- If someone other than parent or carer is picking up the child, the parent/carer must send a photo of that person to the Principal before the session begins.
- The Starmaker Team locks all entrances and exits at 10:15 AM.
- Late arrivals must call the Principal to gain entry.

- The Starmaker Team uses a code phrase in emergencies to ensure the safety of all children.

Procedure for Encountering an Unauthorized Person:

1. Request another team member to accompany you when approaching the intruder.
2. Greet the intruder politely and introduce yourself. Use friendly conversation to assess the situation.
3. One team member is to inform the Principal immediately about the situation.
4. Ask the intruder about the purpose of their visit.
5. Explain that no unauthorized visitors are allowed in the building.
6. If the intruder's purpose is not legitimate, ask them to leave and guide them to the exit.

If the Intruder Refuses to Leave:

- Warn them of the consequences of remaining on the premises, including the possibility of police involvement.
- Inform them that police will be called if they do not comply.
- If signs of potential violence arise, distance yourself from the intruder and be aware of your surroundings.
- Notify the Starmaker Team using the emergency code word/ phrase
- Call the police on 999 and provide a detailed description of the intruder.
- The Principal may initiate a 'lockdown' if necessary.

If an Armed Intruder is Identified:

- Call the police on 999, providing a full description and any relevant details about the weapon.
- The Principal will implement a 'lockdown' procedure.
- Follow the "**Run, Hide, Tell**" protocol:



1. **Run to a place of safety:** This is a far better option than to surrender or negotiate. If there's no where to go, then...
2. **Hide:** It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally, and only when it is safe to do so...
3. **Tell :** Tell the police by calling 999.

All Starmaker Team members are trained on the emergency protocol known as "**SILENT SOLUTIONS**" for contacting the police (999) when not being able to talk.

Silent Solutions Emergency Protocol Steps:

1. If in danger, call 999.
2. When prompted, specify the required service; attempt to communicate quietly if possible.

3. If silence is maintained, you may be asked to cough or tap the keys on your phone to answer questions.
4. **If you cannot respond or answer questions, press 55 or tap when prompted and your call will be transferred to the police and they will be able to find your location.**
5. ***If you don't press 55 or respond, your call could be ended.***

Once the incident is over, parents will be notified. A thorough investigation will follow, with reports compiled by all involved Starmaker Team members.

Review and Evaluation

This policy will be continuously monitored and reviewed annually, or sooner if required due to changes in legislation or following an incident.

Policy Reviewed by Managing Director Natasha Brooke.