



Starlight Dance Studios

Intruder Policy

Name of School	Starlight Dance Studios
Principle	Sharon Weatherilt (Wood)
Lead Staff Member	Daisy Dunlop
Deputy Lead	Emma Sandiford
Deputy Lead	Andrew Weatherilt
Mode of emergency communication between onsite staff members	WhatsApp Teacher Group
Backup mode of communication between site staff members	Calls
Mode of emergency communication between parents/guardians/Next of Kin	Parents WhatsApp group
Backup mode of emergency communication between parents/guardians/Next of Kin	Text message or Class4Kids email on mass



PURPOSE

To ensure the safety and security of all students, staff, and visitors at the centre/school by providing clear instructions on how to respond in the event of an intruder armed OR unarmed.

SCOPE

This policy applies to all employees, students, visitors, and contractors at the named centre/school premises.

POLICY

IMMEDIATE THREAT ASSESSMENT

1. Any individual who identifies an INTRUDER with OR without a weapon should assess the situation quickly and determine the immediate threat level WITHOUT approaching the intruder.
2. **ALERT AUTHORITIES**
Immediately call emergency services (police) by dialling 999.
Provide the dispatcher with the following information:



- Your name and location
- Description of the intruder (physical appearance, clothing, weapon type where appropriate).
- The intruder's current location and direction of movement.
- Any actions taken or observed.

3. INITIATE LOCKDOWN PROCEDURES 3i

Announce Lockdown. Use a designated mode of reliable communication mode stated on Page 1 of this document to announce 'LOCKDOWN'

Secure Premises - where it is safe and feasible to do so:

- Lock all doors to classrooms/dance studios.
- Close and lock all windows.
- Turn off lights and close blinds/curtains.
- Silence all electronic devices.

Hide near the main toilets and Remain Silent

- Instruct everyone to move away from doors and windows.
- Take cover behind solid objects (e.g., desks, cabinets).
- Remain silent and do not respond to anyone



outside the door until the "all clear" is given by recognised law enforcement

4. EVACUATION PROCEDURES

If safe to do so, and upon instructions from authorities, follow designated evacuation routes to the nearest exit.

- Assemble at the predetermined safe location away from the building
- Account for all students, staff, visitors and contractors; report any missing persons to authorities immediately

5. COMMUNICATION WITH PARENTS/GUARDIANS/EMERGENCY CONTACT

- Notify parents and guardians via a mutually agreed and reliable mode of communication stated on Page 1 of this document.
- Give details of nature of the incident where possible. Please take advice from the recognised law enforcement officers on how to approach this depending upon incident level
- Actions taken to ensure the safety of students, staff and visitors



- Instructions on where and when to collect students and visitors

6. POST INCIDENT PROCEDURES

- All Clear Announcement Once law enforcement declares the area safe, announce the "all clear" signal through an agreed and reliable mode of communication stated on Page 1

Incident Review

- Conduct a debriefing session with staff to review the incident and the effectiveness of the response.
- Update the emergency response plan based on lessons learned.

Counselling and Support

- Provide access to counselling services for students, staff, visitors and parents/guardians/next of kin as required.



PROCEDURE

Initial Response

1. Upon spotting an intruder, immediately call emergency services: 999
2. Announce the lockdown through the agreed and reliable mode of communication stated on Page 1: "Lockdown" •

During Lockdown

1. Ensure all doors and windows are locked and lights are off.
2. Guide students to the safest hiding spots.
3. Keep everyone calm and silent.

Communication

1. Designated staff will use email and text to inform parents and guardians.

If Evacuation is Required

1. Follow evacuation routes to the predetermined safe assembly point
2. Take attendance and report any discrepancies to law enforcement.



After the Incident

1. Await the "all clear" from law enforcement.
2. Provide necessary support and counselling.
3. Review and update safety procedures.

ROLES AND RESPONSIBILITIES

- All Staff

1. Be familiar with and adhere to this policy.
2. Participate in regular training and drills.

Emergency Response Team

1. Lead the response during an incident.
2. Maintain communication with law enforcement and emergency services.

Administration

1. Ensure the policy is up to date and all staff are trained.
2. Communicate with parents and guardians.



Training and Drills

1. Conduct regular training sessions and lockdown drills for all staff and students.
2. Review and update procedures annually or as needed based on drill outcomes and real incidents.

By following this policy and procedure, the Dance School aims to provide a safe environment for all and ensure a coordinated, effective response to any serious security threat.