



OUT OF HOURS ALARM CALL OUT POLICY FOR HOLT FARM INFANT SCHOOL

WRITTEN BY: Steve Hilbery

DATED: February 2026

POLICY TO BE REVIEWED January 2027

The Policy was formally adopted by the Governing Board.	Date: 10.02.26
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Rationale

As part of our Health and Safety, Security and Anti-terrorism policies and procedures the school has a Policy for attending out of hours alarm call outs.

The intruder alarm is currently monitored by Secom. In the event of an activation out of hours, a telephone call will be made to the main keyholder (currently the Site Manager S Hilbery) If he is unable to respond Secom will move on to the next registered keyholder to inform them of the activation.

Attendance by staff (especially at night/early hours) is a greater than acceptable risk. Therefore staff will NOT attend the building until the following day. Upon arrival the following day investigation should be done to ascertain the cause of the activation & rectify it if possible.

If it is ascertained that intruders have entered the building then the area should be cordoned off & the Police informed if appropriate.