06.3 Visitor or intruder on the premises

Policy statement

This setting believes that the safety of the children and staff in our setting is of paramount importance. We make every effort to keep our setting secure from intruders.

The aim of this policy is to inform practitioners and parent/carers of the procedures to take in the event of an intruder being identified on the premises. All practitioners must be aware that it is their priority to maintain the safety of any child/ren in their care as well as their own safety and to protect the settings environment and equipment.

Procedures

- An intruder is an individual in the setting who has not followed established visitor procedures and may or may not be a safety hazard to the setting. This policy provides a means of dealing with either situation.

  Any member of staff who observes an individual in the setting who appears suspicious or out-of-place should either approach the individual (if safe to do so), ask for their name and purpose in the setting or should contact the office/Pre-school Leader for assistance.
  The person approaching the suspicious individual must determine if the person poses a safety hazard or just needs to be made aware of the settings visitor's policy.

The safety and security of the premises at Rainbow Pre-school is maintained at all time and staff are vigilant in areas that pose a risk, such as shared premises. A risk assessment is completed to ensure that unauthorised visitors cannot gain access.

Visitors with legitimate business - generally a visitor will have made a prior appointment

- On arrival, any visitor to Rainbow Pre-school are asked to verify their identity and confirm who they are visiting.
- Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation.
- Visitors (including visiting VIPs) are never left alone with the children at any time.

- Visitors to the setting are monitored and asked to leave immediately should their behaviour give cause for concern.

Intruder

An intruder is an individual who has not followed visitor procedures and has no legitimate business to be in the setting; he or she may or may not be a hazard to the setting.

- An individual who appears to have no business at Rainbow Pre-school will be asked for their name and purpose for being there.
- The staff member identifies any risk posed by the intruder.
- The staff member ensures the individual follows the procedure for visitors.
- The pre-school lead is immediately informed of the incident and takes necessary action to safeguard children.
- If there are concerns for the safety of children, staff evacuate them to a safe place in the building and contact police. In some circumstance this could lead to 'lock-down' of the setting and will be managed by the responding emergency service (see procedure 01.21 Terrorist threat/attack and lock-down).
- The designated safeguarding lead informs their designated officer of the situation at the first opportunity.
- In the case of a serious breach where there was a perceived or actual threat to the safety of the children at Rainbow pre-school, the pre-school lead/designated person completes 06.1c Confidential safeguarding incident report form) and copies in the designated officer on the day of the incident. The pre-school lead ensure a robust organisational response and ensure that learning is shared.
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Further guidance

Visitors Signing In Record (Alliance Publication)