

Intruder Policy

Statement of Intent

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.

Aim

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 children in their care as well as their own safety and to protect the settings environment and equipment.

Methods

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 Supervisor 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 visitors' policy.

While determining the status of a visitor, every effort must be made to ensure children in our care are safe, feeling secure and where possible, continuing to be engaged in their current activities. If need be, children must be given reassurances as to their own and others safety and well being.

Procedure: visitor with legitimate business, but unexpected, we will:

- Identify the person and determine their purpose or need for being in the setting.
- Inform Supervisor and have them check in as a visitor. Make them aware of visitor procedures. Wait until another member of staff can assist you, if safety issues do not permit you to leave your post.
- Review security at the end of the session to determine how the intruder gained entry.

Procedure: intruder who appears to pose a safety hazard, we will:

- Politely greet intruder, identify yourself and ask purpose of the visit to the setting.
 - Explain that all visitors must report to the Supervisor and either;
 1. Escort the person to the Supervisor.
 2. Ask the person to wait where they are while the Supervisor is fetched.
 - Depending on the circumstances and the demeanour of the intruder, children may be gathered together into a safe room and reassured. A member of staff will remain with them at all times. If staff feel the password needs to be used they can use it.
 - If the intruder or other reason for evacuation occurs while the children are outside, the tambourine and voice command can be used. The effectiveness of the tambourine to be reviewed. A whistle may have to be used. If the intruder appears agitated, irrational or refuses to leave the building in a peaceful manner, we will endeavour to calm the person by-
 - talking in a low, calm, reassuring voice, whilst also trying to gain the attention of another staff member to call the police.
- If police are called and the individual leaves or attempts to leave prior to the police arriving, do not attempt to physically detain or restrain the person.
- Contact the police to inform the responding officers that the individual has left the building, the direction and means of transport.
- If the individual stays until the police arrive, inform the officers what has happened.
 - Verbally ask the subject not to return to the premises (whilst still in the presence of the police.)

- Review security immediately.
- Log incident and actions as soon as possible and inform Ofsted.

Procedure: Intruder who is armed or otherwise poses a safety hazard-

On detection of an intruder:

1. Finder raises alarm by shaking the tambourine [green room] and shout code word. Continue to shake the tambourine as children and staff make their way to the safe area.
2. Session Supervisor collects the support box (incl first aid bag, inhalers, register and contacts) and phone and places in the safe room.
3. Remaining Staff make their way to the safe room with all children. If safe to do so secure all doors.
4. Session Supervisor perform sweep of the building.
5. Session Supervisor Inform the emergency services when safe to do so.
6. Adults or children with a disability will be helped by a designated member of staff.
7. Register to be taken if possible.
8. Arrange for the collection of the children. Inform parents and other authorities.
9. Staff and other adults outside the pre-school rooms [using other areas of the building] should responds to the alarm by evacuating the building and if necessary contacting the police.
10. The person responsible for sweeping the toilets is also responsible for alerting any staff in the disabled toilet/corridor if safe to do so. The access door must be re-locked to the safe area.
11. If safe to do so, pre-school evacuation routes can be used. If not, await the police. All other staff members and official visitors should remain in their designated area/room with the children unless otherwise directed by the police, reassuring and engaging the children as appropriate.

Co-operate with subsequent Police investigations.

Inform Ofsted of incident.

Parents will be informed of any incident when they collect their children.

Sessions will finish early if necessary and collection of children implemented.

Meetings will be held to discuss the incident and any necessary changes to procedures will be made.

Risk Assessment

We complete a risk assessment reviewed termly and take actions to limit risk.

We complete Intruder drills to ensure all staff are aware of how to proceed.

Staff inductions, staff supervisions and staff meetings are opportunities to review intruder procedures and awareness of how to proceed.