



Premises and Security

HS3 Intruder Policy

Policy statement

We believe 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.

Our aim is to inform practitioners and parents/carers of the procedures to take in the event of an intruder being identified on the premises. All staff 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 setting's 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 manager 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 setting's visitor 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 reassurance as to their own and other's safety and well-being.

Procedure: Visitor with legitimate business, we will

- Enter the foyer via the kitchen door in order to open the front door. This will be the only door unlocked whilst the visitor is being dealt with.
- Identify the person and determine their purpose or need for being in the setting.
- Ask them to sign in on the visitors register located in the foyer and ask them to wear a visitor badge.
- Escort the person to the manager or the member of staff they are meeting with. Ensure they are aware of the setting's visitor procedure regarding mobile phones and use of toilets and their location.

Visitors should use the front door to gain access which can only be opened by an adult because of the height of the door handle. This door opens outwards, onto the visitor. Unwanted visitors (or intruders) could force their way into the foyer but should not be able to get any further than that providing the member of staff retreats quickly back into the kitchen and locks the door.

Unwanted access could be gained via our garden which backs onto the unmanned car park. In this event the following procedure will be followed:-

Procedure: Intruder who may pose a safety hazard, we will:

- Ask a colleague to observe your approach to the intruder.
- Politely greet intruder, identify yourself and ask purpose for the visit to the setting.
- Explain that all visitors must report to the manager and escort the person to the foyer advising that the manager will come to them straight away.
- Depending on the circumstances and the demeanour of the intruder, the manager will make every effort to call the police to report the incident. If the intruder appears agitated, irrational or refuses to leave the building/grounds 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 the police are called and the individual leaves or attempts to leave prior to the police arriving, do not 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 that led to the individual being with you so they can establish the probable cause for trespassing. Also verbally ask the subject not to return to the preschool whilst still in the presence of the police.
- Review security immediately.
- Log incident and actions as soon as possible.

Procedure: Intruder who is armed or otherwise proves a safety hazard:

- Alert all staff members by asking a member of staff to say “Intruder Alert” to all staff members.
- Contact the police as soon as possible to report the incident.
- Give the operator all the information regarding location of the intruder, a physical and clothing description and the weapon involved.
- Advise the operator what we are doing to ensure the safety of the children and all staff members.
- Remain on the line until the operator advises you to hang up.
- Until the police arrive, monitor location of the intruder.

- When confronting an intruder, take another member of staff with you. Ask a third member who is not involved to contact the office/supervisor. Determine who will initiate contact with the intruder and who will be the back-up person. Both members of staff should break contact and leave when it is safe to do so. Attempt to direct the intruder to the main office or away from areas occupied by children using casual conversation or body language to calmly direct the situation. If the intruder refuses to cooperate, do not escalate the situation. If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.

- Back away slowly and leave the area.
- Both of your hands should be up with your palms facing the intruder while slowly backing away.
- Remain calm; do not attempt to disarm the person.
- Once the police officers arrive provide them with the following information:
 - Location of the intruder,

- Description of the intruder,
- Any known weapons,
- Any statements made by the intruder,
- Be prepared to keep media, parents and other community members out of the setting. The police will secure the building. Contact the press office at the Early Years Alliance if you need help for a press statement.
- 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 with children as appropriate.
- In any event there will be a thorough investigation of the incident, and a report will be made by all staff involved.
- Inform Ofsted and the subsequent investigation; with due regard to both data protection and confidentiality policies.

This policy was adopted at a meeting of

Little Fishes Preschool

Held on

Reviewed Spring Term 2022

Date to be reviewed

Next review: Spring Term 2023

Signed on behalf of the management
committee

Maggie Mann – Chairperson
Tracy Parkins - Manager

Name of signatory

Role of signatory (e.g. chair/owner)
