

INTRUDER POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

Please also see:

- Lock Down Policy
- Safeguarding Children Policy

Policy

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

The aim of this policy is to inform practitioners and parents/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 pre-school's environment and equipment.

Procedure

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

Any member of staff who observes an individual in our pre-school who appears suspicious or out-of-place should either approach the individual (if deemed 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 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 welling being.

A Procedure: visitor with legitimate business but has no pass

- 1 Identify the person and determine their purpose or need for being in our pre-school.
- 2 Escort person to the Manager and have them check in as a visitor. Ensure they are aware of the settings policy for future reference.
- 3 Review security to determine how the intruder gained entry.

B Procedure: intruder who may pose a safety hazard

- 1 Politely greet intruder, identify yourself and ask purpose of their visit to the setting.
- 2 Ask a colleague to observe your approach to the intruder.
- 3 Explain that all visitors must report to the Manager and escort the person to the Manager.
- 4 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 in a peaceful manner, 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.
- 5 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.
- 6 If individual stays until police arrive, inform the officers what has happened that led to the individual being with you so they can establish probable cause for arrest for trespassing. Also verbally ask the subject not to return to the setting whilst still in the presence of the police.
- 7 Review security immediately.
- 8 Log incident and actions as soon as possible.

- C Procedure: intruder who is armed or otherwise poses a safety hazard. Follow procedures as for our Lock Down Policy
- 1 Alert all staff members by sounding the intruder alarm (fire alarm).
 - 2 Use mobile phones to alert staff in other parts of the building.
 - 3 Contact the police as soon as possible to report the incident.
 - Give operator all the information regarding location of the intruder, a physical and clothing description and the weapon(s) involved.
 - Advise the operator what you are doing to ensure the safety of the children and other staff members.
 - Remain on the line until the operator advises you to hang up.
 - Until police arrive, monitor location of intruder.
 - 4 Remain calm, do not attempt to disarm the person.
 - 5 Once the police officers arrive, provide them with the following information:
 - Location of intruder
 - Description of intruder
 - Any known weapons
 - Any statements made by the intruder
 - 6 Be prepared to keep media, parents/carers and other community members out of the setting. The police will secure the building.
 - 7 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.

In any event there will be a thorough investigation of the incident, and a report will be made by all staff involved.

This policy and its procedures was adopted at a meeting between Mrs Terina Wilkinson and Mrs Sara Ward on 26th November 2019 and will be reviewed annually or sooner if necessary.

Signed by

Mrs Terina Wilkinson
Room 1 Manager

And

Mrs Sara Ward
Room 2 Manager