



Visitor or intruder on the premises

The safety and security of the premises is maintained at all time and staff are vigilant in areas that pose a risk, such as outdoor areas with shared public access. A risk assessment is completed to ensure that unauthorised visitors cannot gain access to the village hall when preschool is in session.

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

- On arrival, they 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 (left outside the building, e.g. in car, or locked in safety deposit tin in kitchen) and emergency evacuation (displayed on noticeboard and in policy folder).
- 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 in the setting will be asked for their name and purpose for being there.
- The greeting staff member identifies any risk posed by the intruder.
- The coordinator 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 according to emergency evacuation or lock-down protocol and contact police. In some circumstances this could lead to 'lock-down' of the setting and will be managed by the responding emergency service.
- The coordinator informs the chairperson 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, the coordinator completes an incident report. The trustees ensure a robust organisational response and ensure that any learning is shared.

This policy was adopted by

Staple Pre-school

Date written

January 2022

Date to be reviewed

January 2023

Signed on behalf of the management committee

Lauren Gupta-Miles

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

Chairperson