

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Little Dragon Pre-School and Clubs



Intruder Policy

Statement of Intent

Little Dragons Pre-School and Clubs believe that the safety of children and staff in our setting is of paramount importance.

Aim

The aim of the 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 settings environment and equipment.

Methods

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

Any member of staff who observes an individual on/in the grounds of 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 for being on/in the setting and 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 the visitor, every effort must be made to ensure the 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.

No member of the public should be let inside the pre-school building unless they have identified themselves and been taken through the visitor signing in procedures. Should there be a breach of policy, the setting will go into lock down and the children will be brought indoors or moved into window world to keep them safe. The setting will then follow the procedures below.

A) Procedure: visitor with legitimate business with no pass

1. Identify the person and determine their purpose or need for being in the setting.
2. Escort the person to the kitchen area and contact Manager, have them check in as a visitor. Ensure they are aware of the signing in policy for future reference.
3. Wait until the Manager/Deputy can arrive.
4. 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 or need for being in 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 kitchen area.
4. Depending on the circumstances, 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 grounds/building in a peaceful manner, endeavour to calm the person in a low reassuring voice whilst also trying to gain attention of another member of staff to call the police.
5. If the 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 the means of transport.
6. 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 probable cause for the arrest for trespassing. Also verbally ask the subject not to return to the pre-school whilst still in the presence of the police.
7. Review security immediately.

C) Procedure: intruder who is armed or otherwise poses a safety hazard

1. Alert all members of staff by sounding the intruder alarm (whistle)
2. Contact the police as soon as possible to report the threat.

