

Wendens Ambo Pre-School

8.0 Safety and suitability of premises, environment and equipment

8.3 Intruder Policy

Statement of intent

Wendens Ambo Pre-School believes that the safety of children and staff at the Pre-School is of paramount importance. We make every effort to keep our setting secure from intruders.

Aim

The aim of this policy is to inform all staff, volunteers and parents/carers of the procedures which would be followed in the event of an intruder being identified on the Pre-School premises.

Methods

- An intruder is an individual who has not followed established visitor procedures and may or may not be a safety hazard to the Pre-School.
- Any member of staff who observes a person in the Pre-School who appears suspicious or out-of-place should either approach the person (if safe to do so) or alert the Pre-School Leader, who should ask the person for their name and purpose. Any member of staff approaching a suspicious individual must determine if the person poses a safety hazard or just needs to be made aware of the Pre-School's visitors' policy.
- While determining the status of a visitor, every effort must be made to ensure children are safe, feeling secure, and where possible continuing to be engaged in their current activities. If necessary, children must be reassured as to their own safety.
- **A: Procedure for visitor with legitimate business but no pass**
 1. Identify the person and determine their reason for being at the Pre-School.
 2. Refer the person to the Pre-School Leader.
 3. Ask the person to fill in the visitors' book and ensure they are aware of the procedure for future reference.
 4. Review security to determine how the person gained entry.
- **B: Procedure for intruder who may pose a safety hazard**
 1. Politely greet intruder, identify yourself and ask purpose for visit to the Pre-School. If possible another member of staff should observe this approach.
 2. Refer the person to the Pre-School Leader.

3. Depending on the circumstances and the demeanour of the intruder, the Leader 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 calm manner, endeavour to calm the person by talking in a low, calm voice whilst also trying to gain the attention of another member of staff to call the police.
 4. If the police are called and the intruder leaves or attempts to leave prior to the police arriving, do not make any attempt to detain or restrain the person. If possible inform the police of the person's departure, direction taken and means of transport.
 5. If the intruder is still in the building when police arrive, clearly inform the police what has happened so they can establish probable cause for arrest for trespassing. Whilst still in the presence of the police, verbally ask the intruder not to return to the Pre-School.
 6. Review security immediately.
 7. Log incident and actions as soon as possible in the Incident Book.
- **C: Procedure for intruder who is armed/poses a safety hazard**
 1. Alert all staff members verbally to indicate an intruder.
 2. Contact the police as soon as possible, giving as much information as possible regarding location of intruder, description of person, weapon etc. Remain on the line until the operator advises you to hang up.
 3. Attempt to direct the intruder to an area away from the children
 4. If possible, use casual conversation and/or body language to calmly direct the situation. If the intruder refuses to co-operate, do not escalate the situation. Back away slowly with both hands up, palms facing the intruder.
 5. Remain calm, do not attempt to disarm the intruder.
 6. Await arrival of police, reassuring or distracting children if necessary.
 7. Be prepared to keep media, parents and other community members out of the Pre-School building until it is appropriate for them to do so.
 - In any event there will be a thorough investigation of the incident with all staff involved making a full report.
 - Ofsted and all parents with children at the Pre-School will be informed of the incident and the subsequent investigation, with due regard to both data protection and confidentiality policies.

After a review by the Committee members and staff this policy was adopted at a meeting of the Wendens Ambo Pre-School Committee

- held on: _____
- Signed on behalf of the Management
Committee: _____
- Name of Signatory: _____
- Role of signatory: _____