



VISITOR OR INTRUDER ON THE PREMISES

SMARTIES PRE SCHOOL & OUT OF SCHOOL CLUB

POLICY STATEMENT

Safeguarding children, young people and vulnerable adults procedures

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 shared premises (including the school playground and forest school). A risk assessment is completed to ensure that unauthorised visitors cannot gain access.

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 on our Guests/Visitors Form and explain the procedures for the use of mobile phones and emergency evacuation.
- 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 staff member identifies any risk posed by the intruder.
- The staff member ensures the individual follows the procedure for visitors.
- The setting manager 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 to a safe place in the building and contact police. In some circumstance this could lead to 'lock-down' of the setting and will be managed by the responding emergency service (see our policy and procedure on Terrorist threat/attack and lock-down).
- The designated person informs their designated officer 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 manager/designated person completes a **Confidential safeguarding incident report form** and copies in their line manager on the day of the incident. The owners/trustees/directors ensure a robust organisational response and ensure that learning is shared.

This policy was adopted on:

7th November 2022

Date to be reviewed:

7th November 2025

Name of signatory:

Victoria Hutter

Role of signatory:

Chairman of the Committee

Signed:

7.11.22