



Whiteley Pre-school Intruder Policy and Procedure

The safety of all the children and staff in our setting is of paramount importance. We make every effort to keep our setting secure from intruders. This policy informs practitioners and parents / carers of the procedures to follow in the event of an intruder being identified on the premises and should be read in conjunction with the Lockdown Policy and the Gull Coppice Emergency Plan.

An intruder is an individual who has gained access to the setting without following the established visitor procedures, they may or may not be a safety hazard to the setting. All practitioners are aware that it is their priority and responsibility to always maintain the safety of all the children in their care. They are also responsible for their own safety and to protect the settings environment and equipment to the best of their ability. Every effort must be made to ensure the children in our care are safe, feel secure and where possible, continue to be engaged in their current activities. If need be, the children must be given reassurances as to their own and others safety and well-being.

Procedure

Intruder who poses a safety hazard

- A member of staff must contact a setting manager or person in charge.
- Politely greet intruder, keep your distance a little, identify yourself and ask purpose of the visit to the setting – ask a colleague to observe your approach to the intruder.
- Explain that all visitors must report to a setting manager and escort the person to the setting manager or person in charge.
- Depending on the circumstances and the demeanour of the intruder, the preschool managers, or any other member of staff available to do so will make every effort to call the police to report the incident.
- If the intruder appears agitated 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.
- If the police are called and the individual leaves or attempts to leave prior to the police arriving, do not attempt to physically restrain the person. Contact the police to inform them that the individual has left the building, the direction and means of transport.
- If the individual stays until the police arrive, inform the officers what has happened that led to the individual being with you. Verbally tell the individual not to return to the preschool whilst still in the presence of the police.
- Review security immediately.
- Log the incident and actions as soon as possible.

Intruder who is armed

- Alert all staff members and the setting managers as soon as possible.
- Ensure all children are accounted for, **enforce the Lockdown Policy**.
- Contact the police as soon as possible – give the operator all the information regarding location of the intruder, a physical and clothing description and the weapon(s) involved.
- Remain on the line for as long as possible or until the operator advises you to hang up.
- Until the police arrive, monitor the location of the intruder.
- Community Centre staff must implement the Gull Coppice emergency evacuation phone cascade and notify Lesley Pennington at Whiteley Primary school who will then notify the other settings in the area. North staff must call the school office as soon as possible and report the incident.
- Use casual conversation or body language to calmly direct the situation. If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.
- Do not attempt to disarm the intruder and back away slowly where possible.

If you feel the children are at immediate risk of harm, you must lock down the preschool.

Where possible keep children and staff together, ensure the daily register for staff and children and parents contact details are kept with you.

As soon as possible, other members of staff and users of the community centre/school need to be informed there is an intruder.

On arrival of the police

Once the police arrive, provide them with the following information:

- Location of the intruder.
- Description of the intruder.
- Any known weapons.
- Any statement made by the intruder.

The police will secure the building and contact the press office at the national centre if you need help with a press statement. All other staff members and official visitors should remain in their designated areas 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 all the staff involved will make a report. Ofsted and the parents will be fully informed of the incident and the subsequent investigations, with due regard to both data protection and confidentiality policies.

All staff involved with the incident will be supported by the setting immediately after the incident and for as long after the incident as is required. The setting will support staff with finding counselling if they require it.

Prevention of an intruder to the site

To help prevent an intruder gaining access to the site the following measures are taken:

- Key coded access doors are in place for the Main hall, admin cupboards and the kitchen at the community centre and classroom at WPS North.
- The kitchen door leading to the coffee lounge should be always shut to discourage an intruder (key coded access).
- Visitors to the setting are encouraged to make a pre-arranged appointment.
- Visitor's identification is checked, and visitors are signed into and out of the setting.
- A collection procedure is in place to ensure children go home with the correct adult.
- Other users of the community centre/school are encouraged to not access areas where the children are present without prior consent.

Policy adopted on 09th July 2014

Reviewed on: 21st November 2023

Signed: Chairperson