



## Visitor Or Intruder On The Premises

### Policy Statement

The safety and security of the premises is maintained at all times and staff are vigilant in areas that pose a risk, such as shared premises. 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 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 Policy 8.7 Terrorist threat/attack and lock-down).

- 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 Childcare Provider Incident of Concern Form on the day of the incident. The owners/manager ensures a robust organisational response and ensures that learning is shared.

### **Priory View Pre-School**

This policy was adopted by the Joint Management Team:

**Vicky Peters** – Owner / Manager

**Delphine Pouncy** – Deputy Manager

**Christine Johnson** – Deputy Manager

