



## **Intruder Policy and Procedures**

### **Statement of Intent**

Whitsers Pre-school believes that the safety of the children and Early Years educators in our Pre-school is of paramount importance. We make every effort to keep Whitsers secure from intruders. Our priority is to maintain the safety of the children in our care as well as protecting Early Years staff, other visitors e.g. students and Whitsers environment and equipment.

### **Aim**

The aim of this policy is to inform Early Years staff and parents/carers of the procedures to take in the event of an intruder being identified on the premises.

### **Methods**

An intruder is an individual in Whitsers who has not followed established visitor procedures and may or may not be a safety hazard to the Pre-school. This policy provides a means of dealing with either situation.

Any Early Years staff who observes an individual who appears suspicious or out-of-place should approach the individual (if safe to do so), ask their name and purpose or alert the Play Leader or Deputy.

The person approaching the suspicious individual must determine if the person poses a safety hazard or just needs to be made aware of the procedures in place for visiting Whitsers.

While determining the status of a visitor, every effort must be made to ensure children in our care are safe, feeling secure 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.

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### **Procedure: Visitor with Legitimate Reasons**

1. Identify the person outside the playroom door (foyer) making sure playroom door is secure after and determine their purpose or need for visiting.
2. Once identification has been established the person is escorted into the playroom and asked to fill in the Visitors book.

### **Procedure: Intruder Who May Pose as a Threat**

1. Identify the person outside the playroom door (foyer) making sure playroom door is secure after and determine their purpose or need for visiting. If the intruder appears agitated, irrational or refuses to leave the building in a peaceful manner, endeavour to calm the person by talking in a low, calming, reassuring voice whilst using a password to alert the other members of staff 'GO,GO, GO'.
2. 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, and if known advise the direction and means of transport. Write or draw a description noting any distinctive features and document what has been said.
3. 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 arrest. In the presence of the police verbally ask the intruder not to return to Whitsers Pre School again.
4. Review and log the incident and/or actions.

### **Procedure: Intruder Who is Armed or Otherwise Poses a Safety Hazard**

1. Immediately alert all early years staff using the words "GO, GO, GO, HIDE".
2. Staff inside the Playroom will contact the police immediately to report the incident. Quote location, Whittlesford Memorial Hall, CB22 4NE. Evacuate the children to the nearest safest place the Playgroup toilets and bolt the door (bolt located high up). If safe to do so we will evacuate the children out of the building and make our way to William Westley Primary School where parents would be contacted.
3. A physical and clothing description and the weapon(s) involved should be given to the operator and this information should be recorded by the Early Years staff too.
4. Advise the operator what you are doing to ensure the safety of the children and Early Years staff.
5. Remain on the line until the operator advises you to hang up.
6. Monitor the location of the intruder until the police arrive.

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