

## **Intruder Procedure**

### **Statement of Intent**

Roman River Pre School believe that the safety of the children and staff in our setting is of paramount importance. We make every effort to keep our setting secure from intruders.

### **Aim**

The aim of this policy is to inform staff and parents/carers of the procedures to take in the event of an intruder being identified on the premises. It is our priority to maintain the safety of the children in our care, as well as staff safety and to protect our environment and equipment.

### **Intruder entering from the front door**

- On hearing the bell, go to the front door and unlock it, ensure that the main doors behind you are shut.
- Open the door.
- Find out who it is and their business, before letting them enter the hallway. Ask for proof of identity if needed.
- If you are at all concerned as to the reason for their entering the premises, ask them to wait outside. Re-lock the door and call the Manager.
- If unsure of visitor, or concerned, do not let them in. Phone the Police for advice.
- If the visitor is in the hallway and they become aggressive or violent, try to calm them down.
- Staff in the hall on hearing raised voices or commotion, should inform the Manager who will assess the situation, call the local Police giving them a contact number or holding line open if necessary, evacuate children following our lockdown procedure.

### **Intruder entering from the garden**

- On any person entering the outside area, the Manager or Deputy is to approach them and ascertain their business.
- If they are expected or 'recognised visitors' no further action needs to be taken.
- If unsure then the Police are to be called immediately.
- The Supervisor or Deputy is to collect the children together.
- They are to be taken into the classroom and the door locked.

### **Adult in hall turning aggressive**

- Should an adult become aggressive to a staff member or child, the child is to be removed from the situation. The staff member remains calm.
- Manager or Deputy to try and calm the situation by removing the adult from the main hall to the classroom, kitchen or outside area.

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- Should they not wish to do this, the children are removed to the classroom, locking the door behind you and then the Police are called.

**Under no circumstances should the children be put at risk from the intruder, the Supervisor is to try to deal with the situation. In all cases of uncertainty, the Police are to be called on 999 for advice and assistance.**

This policy was adopted by	Roman River Pre-school	name of provider
On	<hr/> 03/06/2019	(date)
Date to be reviewed	<hr/> June 2020	(date)
Signed on behalf of the provider	<hr/>	
Name of signatory	<hr/> Carly Oldfield	
Role of signatory (e.g. chair, director or owner)	<hr/> Committee Chair	
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