Intruder Policy

The safety of our children is of paramount importance. We make every effort to keep our setting secure. It is our aim at Abbeymead Under 5’s to ensure that each of our children are cared for and are always safe.

The purpose 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. All staff are aware that it is their priority to maintain the safety of any children in their care as well as their own safety.

An intruder is an individual in the setting who has not followed our established visitor procedures (see visitors’ policy) and may or may not be a safety hazard to the setting. This policy provides a means of dealing with either situation.

Children’s safety

* Each room within has access to the setting mobile phone in which we ensure is always fully charged with credit. Emergency numbers (999, Ofsted, Managers, Prevent, etc) are stored in the phone to use in the case of an emergency.
* We ensure that all our staff, students, volunteers etc have been checked from criminal records by and enhanced disclosure (DBS)
* All children are always supervised by adults
* At least two members of staff are always on the premises when children are present (opening & closing)
* We carry out risk assessments to ensure our children are not made vulnerable within any part of our setting of when taking part in activities
* ALL staff members are paediatric first aid trained

Security Measures in place

* Staff photographs are displayed
* All visitors are greeted and asked to provide identification and are signed in the visitor’s book on arrival and signed out on departure
* Doors to garden/outside area can only be opened by staff
* Staff are aware of a code phrase to use in case of emergencies to ensure the safety of the children.

Procedure

Any staff who may observe an individual in the setting who appears suspicious should (if safe to do so) approach the individual, ask for their name, ID, and purpose of being at the playgroup. The member of staff should always alert a member of management for assistance with this. The member of staff needs to determine if the individual poses any kind of threat/ safety hazard.

Whilst determining the status of the visitor, every effort must be made to ensure the children in our care are safe, feeling secure and where possible, continuing to be engaged in current activities.

If the individual becomes agitated and refuses to leave the building peacefully, we will endeavour to calm the person whilst trying to gain the attention of your staff member to call the police.

If the intruder/individual persists, the code word / phrase may be used to alert staff to gather children and make way to the secure area, and all doors will be locked using the bolts on the doors Register and telephone will be taken with them and will stay there until the police arrive.

If the person leaves before police arrive, we will not attempt to detain them.

If the person does not leave before police arrive, explain to the officers what has happened, so they can deal with the intruder and find a cause for arrest.

The incident will be logged, and security measures will be reviewed.

**If an intruder is armed:**

All staff will be alerted and the police will be contacted (999) immediately.

All staff have been trained and made aware what to do in the case of calling the police (999) and not being able to talk.

When you call 999, an operator asks which service you require. If you remain silent and its an emergency, you will be asked to cough or make any other audible noise.

If you are unable to do so, the next step is to dial “55” into the keypad. The correct procedure is called “**SILENT SOLOUTIONS”**\*\*\*

When confronting an intruder, the member of staff dealing with them should have another member of staff present. Both staff members should break off contact and leave when it is safe to do so. Use casual conversation or body language to calmly direct the situation.

Once the police arrive, make them aware of the situation, inform the officers of the location of the intruder and a description of the weapon which may have been seen, description of the intruder and any other relevant information.

Staff and children will remain where they are unless directed otherwise by the police. Reassuring and engaging children as appropriate.

Once the incident is over all children’s parents will be called and informed of the incident.

In any event a thorough investigation will be carried out of the incident, and a report will be made by all staff involved.

Inform Ofsted, with due regard to both data protection and confidentiality polices.

This policy will be monitored and evaluated, it will be reviewed annually unless new legislation or an incident occurs which requires an immediate review of this policy.