

Visitor or intruder on the premises

Procedures

At St Joseph's Pre-School Unit these procedures clearly set out what happens when there is a visitor or intruder on the premises.

The safety and security of the premises is always paramount, and staff are trained to be vigilant in areas that might pose a risk, such as shared premises areas and exits.

A risk assessment is completed to minimise the risks and agree actions which are to be taken to ensure that unauthorised visitors cannot gain access to the premises.

Visitors with legitimate business –

(generally a visitor will have made a prior appointment and this will be made known to staff)

- On arrival all visitors to St Joseph's Pre-School Unit are asked to verify their identity and confirm who they are visiting.
- Staff will ask them to sign in the visitor's book 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 our visitor procedures and has no legitimate business to be in the Pre-School Unit; he or she may or may not be a hazard to the Pre-School.

- An individual who appears to have no business at St Joseph's Pre-School Unit will be asked for their name and purpose for being there.
- The staff member will identify any possible risk posed by the intruder.
- The staff member will then ensure that the individual follows the procedure for visitors.
- The Pre-School Manager will be informed immediately, and the necessary action will be taken to safeguard the children.
- If there are concerns for the safety of children, staff will evacuate them to a safe place in the building and contact the police. In some circumstance this could lead to 'lock-down' of the Pre-School and will be managed by the responding emergency services.

- The designated safeguarding person will inform the designated safeguarding officer of the situation at the first opportunity.
- In the case of a serious breach where there was a perceived or actual threat to the safety of the children at St Joseph's Pre-School Unit, the Manager/Designated safeguarding Lead will complete a confidential safeguarding incident report form and send a copy to the Committee safeguarding officer on the same day. The Committee will ensure a robust response and ensure that learning is shared.