



## Safeguarding Children

### **Intruder on the Premises**

#### **Policy Statement**

The safety and security of the premises is maintained at all time 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.

#### **Intruder**

An intruder is an individual who has not followed visitor procedures and has no legitimate business to be in the setting; they 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 circumstances this could lead to 'lock-down' of the setting and will be managed by the responding emergency service (see procedure 01.21 Terrorist threat/attack and lock-down).

The designated person informs their designated 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, the manager/designated person completes O6.1c (Confidential Safeguarding Incident Report form) and copies in the Executive Manager on the day of

#### **Scalliwags Pre-school CIO**

The Nursery Unit, Paddock Wood Community Centre, Paddock Wood, Kent, TN12 6EB

The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL

Registered Charity No. 1179340

Ofsted Registration Nos. 2831937 and 2686577



# Scalliwags Pre-School CIO

the incident. The Executive Manager ensures a robust organisational response and ensures that learning is shared.

This policy was adopted at a meeting of		
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory		

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