

Policy Name	Intruder Policy
Date Issued	November 2011
Author / Owner	Hagbourne Pre-School

Statement of Intent

Safety in our pre-school is of the upmost importance and we strive to the keep our children safe from any intruder.

Aim

To deal politely and calmly with any intruder while ensuring the safety of the children and the staff at all times. To alert the police of any potentially suspicious cases of intrusion and follow their instructions

Method

An intruder is a person who has not been invited into the premises, and/or who has no legal right or permission to enter. An intruder may be a person new to the premises, who has been either misdirected or is lost and poses no threat to the children or staff. Alternatively, an intruder may arouse suspicion as to his/her presence and may pose a safety or security hazard.

Procedure

Any member of staff who observes an intruder on the premises will attempt to determine if the person poses a safety hazard or just needs advice, guidance or redirection. If safe to do so the intruder should be asked their reason for being there.

Non-suspicious Cases

Guidance or redirection may be given. If necessary, the intruder will be asked to wait outside the premises and the Early Years Manager or deputy will be informed of their presence.

Suspicious Cases (Possible Safety Hazard)

If possible, a staff member will politely greet the intruder and question their purpose for being on the premises. They will ask a colleague to alert the Early Years Manager or deputy. The intruder will be asked to wait outside the premises.

Depending on the circumstances and demeanor of the intruder, the Early Years Manager/deputy will make every effort to call the police. If the intruder becomes agitated, displays violence or refuses to co-operate with directions, an attempt will be made to calm him/her whilst also attracting another member of staff to call the police. Staff will not attempt to restrain him/her.

Staff will at all times have regard to the safety of any children present, and if possible calmly evacuate them from the area.

If the intruder attempts to leave, they will not be prevented from doing so, but staff will attempt to note their direction and clothing, and any vehicle they may have. The police will be alerted of the circumstances. If the intruder remains until the arrival of the police, officers will be informed of the circumstances and a firm request for the intruder not to return will be made in the presence of the police.

Intruder Who is Armed or Poses a Serious Safety Hazard



Staff will be alerted to call the police (999) as soon as possible. The operator will be given the location of the intruder, a physical and clothing description and a description of any weapons involved. The operator will be advised of any action taken to safeguard the children and other members of staff. Staff will follow instructions from the operator and will attempt to monitor the location of the intruder.

Attempts will be made to evacuate all children from the immediate area and staff will not approach or engage with the intruder. In a hostage situation where children or staff, are prevented from leaving the room or area, the first consideration will be to calm the children without creating panic or fear. Staff will try to engage the children in carpet songs or activities, if allowed to do so.

The Early Years Manager/deputy will attempt to be aware of the location, description and type of any weapon in possession of the intruder, in order that she can appraise police on their arrival.

All other members of staff and children will remain in their designated room unless otherwise directed by the police.

Staff or other witnesses will fully co-operate with any subsequent investigation by the authorities into the incident.

Under the Table Procedure

If an unknown person is seen on site and cause staff to believe the situation to be unsafe, code 'under the table' will apply.

Provided the unknown person(s) are outside of the property all staff, visitors and children will be brought inside the building and all doors and windows will be locked. One member of staff will call 999 and all other staff will try to minimize the threat and distress to the children, reading to them or singing with them.

This policy was reviewed and updated (where required) on 17th January 2024 (date)

Reviewed/updated by Sophie Garland (Chairperson)

Reviewed/Updated by Sheila Bayliss (Manager)