

Intruder Policy

Policy Statement – Denmead Day Care LTD

This setting believes 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 practitioners and parents/carers of the procedures to take in the event of an intruder being identified on the premises. All practitioners must be aware that it is their priority to maintain the safety of all the children in their care as well as their own safety and to protect the settings environment and equipment.

Method

An intruder is an individual in the setting who has not followed established visitor procedures and may or may not be a safety hazard to the setting.

Any member of staff who observes an individual in the setting who appears suspicious or out of place would either approach the individual (if safe to do so), ask their name and purpose in the setting or should contact the manager for assistance.

The person approaching the suspicious individual must determine if the person poses a safety hazard or just needs to be made aware of the settings visitors' policy.

While determining the status of a visitor, every effort must be made to ensure the children in our care are safe, feeling secure and where possible, continuing to be encourage in their current activities. If needs be, the children must be given reassurances as to their own and others safety and wellbeing.

Procedures

Visitors with legitimate business without identification

- Where possible the setting manager or deputy manager will identify the person and determine their purpose or need for being in the setting.
- Escort the person to the manager and have them sign in as a visitor. Ensure they are aware of the policy for future reference.
- Wait until a member of the management team can come to you if a safety or ratio issue does not permit you to leave your post.
- Review security to determine how the intruder gained entry.

Intruder who poses a safety hazard

- Politely greet intruder, identify yourself and ask the purpose of the visit to the setting.
- Ask a colleague to observe your approach to the intruder.
- Explain that all visitors must report to the manager and that they are to wait outside until the manager is present.

Depending on the circumstances and the demeanour of the intruder, the manager will make every effort to call the police and report the incident, if the intruder appears agitated or refuses to leave the building in a peaceful manner. In any event there will be a thorough investigation of the incident, and a report will be made by the staff involved. Ofsted and parents will be notified of the incident and the subsequent investigations, with due regard to both data protection and confidentiality policies.

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