



**Together, caring and learning**

## **Policy for dealing with Intruders**

### **STATEMENT OF INTENT**

The Pre-School believes that the safety of our children and staff is of paramount importance. We make every effort to keep our setting secure.

### **Aim**

The aim 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 must be 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 Pre-School who has not followed established visitor procedures and may or may not be a safety hazard to the Pre-School. This policy provides a means of dealing with either situation.
- Any member of staff who observes an individual in the Pre-School who appears suspicious or out-of-place should either approach the individual (if safe to do so), ask for their name and purpose in the Pre-School or should alert the Manager/Deputy for assistance.
- The person approaching the suspicious individual must determine if the person poses a safety hazard or just needs to be aware of the Pre-School procedures for visitors.
- While determining the status of a visitor, every effort must be made to ensure children in our care are safe, feeling secure and where possible, continuing to be engaged in their current activities. If in need, children must be given reassurances as to their own and others safety and well being.

### **Procedure for Visitor with legitimate business:**

- Identify the person and determine their purpose or need for being in the Pre-School.
- Ask the person to sign in as a visitor and alert the manager of their arrival.
- Ensure they are aware of the procedure for visitors for future reference.
- Review security to determine how the intruder gained entry.

### **Procedure for Intruder who may pose a safety hazard:**

- Politely greet the intruder, identify yourself and ask purpose of the visit to the Pre-School.
- Ask a colleague to observe your approach to the intruder
- Explain that all visitors must sign in and then escort the person to the manager/Deputy.
- Depending on the circumstances and the demeanour of the intruder, the manager/Deputy will make every effort to call the police to report the incident. If the intruder appears agitated, irrational or refuses to leave the building in a peaceful manner, we will endeavour to calm the person by talking in a low and calm reassuring voice whilst also trying to gain the attention of another staff member to call the police. If it is not possible for the manager to call the police a code phrase will be used to signify that emergency help must be called (every staff member has code in their pocket)
- Children should be taken to a secure place, furthest distance from the intruder in a calm and organised way.

- If police are called and the individual leaves or attempts to leave prior to the police arriving, do not attempt to physically detain or restrain the person. Contact the police to inform the responding officers that the individual has left the building, the direction and means of transport.
- If the individual stays until the police arrive, inform the officers what has happened that led to the individual being with you so they can establish probable cause for arrest for trespassing. Also verbally ask the subject not to return to the school whilst still in the presence of the police.
- Review security immediately.
- Log incident and actions as soon as possible.
- Inform committee of incident.

**Procedure: Intruder who is armed or otherwise poses a safety hazard.**

- Alert all staff members using code phrase
- Children should be taken to a secure place, furthest distance from the intruder in a calm and organised way
- Contact the police as soon as possible to report the incident.
- Give operator all the information regarding location of the intruder, a physical and clothing description and the weapon involved.
- Advise the operator what we are doing to ensure the safety of the children and other staff members.
- Remain on the line until the operator advises you to hang up.
- Until police arrive, monitor location of intruder.

When confronting an intruder, take another staff member with you. Ask a third member who is not involved to alert the Manager/Deputy. Determine who will initiate contact with the intruder and who will be the backup person. Both staff members should break off contact and leave when it is safe to do so. Attempt to direct intruder away from areas occupied by children. Use casual conversation or body language to calmly direct the situation. If the intruder refuses to cooperate, do not escalate the situation. If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.

- Back away slowly and leave the area.
- Both of your hands should be up with your palms facing the intruder while slowly backing away.
- Remain calm do not attempt to disarm the person.
- Once the police officers arrive provide them with the following information:

location of intruder, description of intruder, any known weapons, any statements made by the intruder.

All other staff members and official visitors should remain in the preschool room with the children unless otherwise directed by the police, reassuring and engaging the children as appropriate.

In any event, there will be a thorough investigation of the incident, and all staff involved will make a report.

Inform Ofsted and the subsequent investigation; with due regard to both data protection and confidentiality policies.

This policy will be monitored and evaluated as per our rolling programme at staff meetings. It will be reviewed annually and approved unless new legislation or an incident occurs which requires an immediate review of this policy.

Reviewed May 2018