



## Safeguarding children, young people and vulnerable adult's procedures

### Visitor or intruder on the premises

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.

**Visitors with legitimate business** - generally a visitor will have made a prior appointment

- On arrival, they are asked to verify their identity and confirm who they are visiting.
- Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation.
- Visitors will wear a 'Visitor' lanyard so can be identified during their time in the setting.
- Visitors/outside professionals 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 visitor procedures and has no legitimate business to be in the setting; he or she 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 management is immediately informed of the incident and takes necessary action to safeguard children.

### Procedure for intruder who may pose a safety hazard:

- Ensure all children are safe and out of sight of the unknown visitor.
- Greet the intruder politely, identify yourself and ask for purpose of their visit.

*Policies & Procedures for the EYFS 2024/25 (Early Years Alliance 2024)*

- Ask another member of staff to witness your approach to the intruder.
- Depending on the circumstances and the demeanour of the intruder, then the manager will make every effort to contact the police to report the incident, however if they are in the situation where they need to endeavour to keep the intruder calm then another member of staff will be asked to make the call to the police.
- \*\*\*All staff have been made aware what to do in the case of calling the police (999) and not being able to talk.  
When you call 999, an operator asks which service you require. If you remain silent and it's an emergency, you will be asked to cough or make any other audible noise.  
If you are unable to do so, the next step is to dial "55" into the keypad. The correct procedure is called "**SILENT SOLUTIONS**" \*\*\*
- All staff within the nursery will be alerted by a member of management by either calling out or telephoning each base room and using the code phrase. Room leaders will ensure all exterior doors and windows are locked to ensure all children are kept safe and inside each of their base rooms. No distress to the children should be made. Children would be asked to gather for a circle time story in a safe and secure place. Squirrels children and staff would be gathered into the Main kitchen and the door would be locked.
- If the intruder refuses to leave the premises prior to the police arrival, by no circumstances should the intruder be allowed through the locked main door in reception into the nursery. It is vital that no physical contact is made to attempt to restrain the intruder. Similarly, if the intruder does attempt to leave the premises before the police arrive then no effort should be made to detain them within the premises.
- If the intruder is still on the premises when the police arrive then the manager must inform the officers what has happened in detail so that they can determine probable cause for arrest for trespassing.
- Review security immediately.
- Inform all rooms that the premises are clear of intruders and normal routines can resume.
- Log the incident in the incident book.

#### **Procedure for an intruder who is armed or causing a safety hazard:**

- All staff within the nursery will be alerted by a member of management by either calling out or telephoning each base room and using the code phrase. Room leaders will ensure all exterior doors and windows are locked to ensure all children are kept safe and inside each of their base rooms. No distress to the children should be made. Squirrels children and staff would be gathered into the Main kitchen and the door would be locked.
- Police will be contacted immediately. 999. Stay on the line to the operator until told otherwise.
- \*\*\*All staff have been made aware what to do in the case of calling the police (999) and not being able to talk.  
When you call 999, an operator asks which service you require. If you remain silent and it's an emergency, you will be asked to cough or make any other audible noise.  
If you are unable to do so, the next step is to dial "55" into the keypad. The correct procedure is called "**SILENT SOLUTIONS**" \*\*\*

- Everyone should remain calm at all times.
- Management will, if safe to do so, remain calm and use calm and casual body language and conversation to encourage the intruder to step out of the main reception area and out of the building. No physical contact should be made. If the intruder displays a weapon, remain calm and do not attempt to disarm them.
- Management should have another staff member with them at all times when confronting intruder.
- When safe to break away contact from intruder, management will then lock themselves in office area until the police arrive.
- Once the police arrive, make them aware of the situation – including all details, description of intruder, description of weapon/s and location of intruder.
- Staff and children will remain in their locked base rooms until advised otherwise.
- Once the incident is over and the premises are made completely safe then management will contact all parents to inform them of the incident with due regard to confidentiality and data protection policies.
- In any event then a thorough investigation will be carried out.
- Inform Ofsted of the incident, with due regard to data protection and confidentiality policies.
- If there are further concerns for the safety of children, staff would consider 'lock-down' of the setting and will be managed by the responding emergency service (see procedure Terrorist threat/attack and lock-down).
- 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 the Confidential safeguarding incident report form. The directors will support the management to ensure a robust organisational response and ensure that learning is shared.