

# INTRUDER POLICY

## **Policy statement**

Hamble Village Playschool 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 parent/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**

At Hamble Village Playschool we consider an intruder as 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 should either approach the individual (if safe to do so), ask for their name and purpose in the setting or should contact the nominated person in charge of the session for assistance.

The person approaching the suspicious individual must determine if the person poses a safety hazard.

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 engaged in their current activities. If need be the children must be given reassurances as to their own and others safety and well being.

## **Procedure**

Visitor with legitimate business –

- Identify the person and determine their purpose or need for being in the setting.
- Escort person to supervisor and have them sign in as a visitor.
- Wait until a member of the management team can come to you, if safety issues do not permit you to leave your post.
- Review security to determine how the intruder gained entry.

Intruder who poses a safety hazard –

- Politely greet the intruder, identify yourself and ask 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 supervisor and ask a member of staff to get the supervisor, keeping the intruder outside (if possible).

Depending on the circumstances and the demeanour of the intruder, the supervisor will make every effort to call the police to report the incident. If the intruder appears agitated or refuses to leave the building in a peaceful manner, endeavour to calm the person by talking in a low calm reassuring voice whilst also trying to gain the attention of another staff member to call the police. If the police are called and the individual leaves or attempts to leave prior to the police arriving **DO NOT ATTEMPT** to physically restrain the person. Contact the police to inform them 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 that they can establish probable cause for arrest for trespassing. Also verbally ask the subject not to return to the pre-school whilst still in the presence of the police.

Review security immediately.

Log incident in the "Incident Book" and any actions taken as soon as possible.

Intruder who is armed or otherwise poses a safety hazard -

- Alert all staff members.
- Contact the police as soon as possible to report the incident.
- Give the operator all the information regarding location of the intruder, a physical and clothing description and the weapon(s) involved.
- Advise the operator what you 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 the police arrive, monitor the location of the intruder.

When confronting an intruder, take another staff member with you. Ask a third staff member who is not involved to contact the supervisor. Determine who should initiate contact with the intruder and who will be the back-up person. Attempts will be made to direct the intruder away from areas occupied by the children. If it is considered safe to do so by the supervisor, ie it will not escalate the situation, the children will be escorted (discreetly) by the remaining staff off the premises. Use casual conversation or body language to calmly direct the situation. If the intruder refuses to co-operate, **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 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 arrive provide them with the following information:

- Location of intruder.
- Description of intruder.
- Any known weapons.
- Any statements made by the intruder.

We will be prepared to keep media, parents and other community members out of our setting.

All other staff members and official visitors should remain in their designated areas 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 a report will be made by all the staff involved.

Inform Ofsted and the settings parents' of the incident and the subsequent investigations, with due regard to both data protection and confidentiality policies.

This policy was adopted at a meeting of **HAMBLE VILLAGE PLAYSCHOOL**

Held on ..... (date)

Date to be reviewed ..... (date)

Signed on behalf of the committee .....

Name of signatory .....

Role of signatory .....