

Intruder Policy and Procedure

Staff check inside the preschool ground when arriving in the morning prior to the children arriving.

If there is anybody in the building who is not authorised to be here at this time, all staff should leave the building and not let any children in. Phone the police from a mobile phone

The member of staff on the gate when children are arriving should take care not to let any adults in who are not bringing a child to preschool.

Once all children have arrived and parents have left, the gate must be shut and the chain fastened.

During the session, if the buzzer goes indicating someone is at the gate, a member of staff should go to speak to them. If the visitor has no business to be there (e.g. a parent, other professional or delivery person) then they should not be admitted.

If an unauthorised person tries to force their way into the building and are unsuccessful, the Manager should immediately call the police. Other staff members should be advised of the situation and should ensure doors are locked and the children are safely looked after until the police arrive.

If an unauthorised person forces entry, the staff should ensure that all the children are accounted for and kept together. Staff should keep calm and reassure the children as much as possible. If a member of staff is able to get to a telephone, then the police should be called immediately.

Before the children are allowed out for play at any time, the grounds should be checked for any intruders.

At home time, the person arriving to collect a child should be recognised or make themselves known to a member of staff. If some one new is picking up your child then a password system will be used, which only the parents, staff and the adult collecting will know.

Signed.....Chantelle West.....(on behalf of the Committee)

SignedCarol Clarke.....(Manager)

Date.....15/01/2024.....

To be reviewed annually.