

Mortimer Hall Pre-school



Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

1.7 Unauthorised Intruder /Entry Procedure

Purpose and statement:

Keep children and staff safe at all times whilst at pre-school.

We ensure that our premises present very little risk of an unauthorised intruder / entry by having in place the highest possible standards of safety precautions. The person in charge and all members of staff are familiar with the current requirements and entry procedures are consistently followed to prevent unauthorised entry and to ensure the safety of all children, visitors and staff whilst on the premise.

Procedure:

- Risk assessment of unauthorised intruder / entry is regularly carried out by a competent person.
- Health and Safety Officers are Janet Crane and Caroline Hudson.
- The unauthorised intruder / entry procedures are displayed *online and* in the policies folder.
- In the event of a major emergency such as unauthorised intruder arrangements have been made so that children and staff will go to a safe location (St. Nicholas School). Pre-school staff will contact parents / emergency contacts to collect children from the safe location.

Unauthorised Intruder / Entry Action:

1. As per normal door opening – look through glass, open door a little way and ask for reason of visit and proof of ID. If necessary ask visitor to wait outside while verifying identity with person in charge (Janet or Caroline) or whoever they have an appointment with (check diary). If person is expected / known proof of ID should still be requested. When answering the door DO NOT answer any questions or confirm details – e.g. opening / closing times, attendance of any child, parent or staff member.
2. Once it is confirmed that the person is expected or has legitimate business in the setting they should sign in the visitors book with ID verification (where available) initialled by a member of staff. At this stage they have become an authorised visitor.
3. If the person at the door has been refused entry and is determined to gain unauthorised access the door should be closed and if possible locked and other staff must be made aware of the situation.
4. Staff should gather all children in to the main hall (ensuring toilets and garden areas are checked) and seat them on the carpet at the back end of the hall (clock end) so that the children are not easily visible through the windows.

5. As far as safely possible check that all other possible entry points are locked (back room fire exit, garden gate, fire exits). All windows in the hall have restricted openers so would not be points of entry.
6. If the intruder has gained entry to the entrance area the doors to the main hall should be closed and barricaded if necessary.
7. Where safe to do so a member of staff should seek to draw the individual away from the children and try to engage the intruder in agreeable conversation to de-escalate the situation. It is important to remain calm and be polite. Do not physically restrain or block the intruder's movements.
8. A member of staff should telephone emergency services (police) and inform them of the situation and that children are involved and in possible danger. Do not allow anybody other than police to enter the building. Once police arrive follow their instructions and let them take over the situation.
9. If possible contact the pre-school administrator / committee members to help liaise with emergency services and parents / carers.
10. If it is safe to do so and thought necessary the children will be taken to a safe location (St. Nicholas School).

We hope to never put this intruder / major incident procedure in to force but we feel you should be reassured that the safety of your child is our first priority at all times.

This policy was adopted by	Mortimer Hall Pre-School	Reviewed with one amendment, 18-jan-18
On	6 th March 2017	
Date to be Reviewed	March 2018	
Signed on behalf of the provider	_____	
Name of signatory	<u>Matt Lynch</u>	
Role of signatory	<u>Chair</u>	