



Safeguarding Children: Policy for dealing with Intruders

Policy statement

Crofton Early Learners 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. This policy informs practitioners 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 and duty to maintain the safety of all the children in their care as well as their own safety and to protect Crofton Early Learners' environment and equipment. An intruder is an individual in the setting who has not followed established visitor procedures and may or may not be a safety hazard to the setting.

Prevention of an intruder to the site

We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children:

- The kitchen hatch on the Oak Hall side is only opened when Kiddiwinks are in session or by prior arrangement to share the kitchen with activities happening in the church.
- The kitchen door leading to the Oak Hall should be shut and locked at all times to discourage an intruder
- The fire doors leading to the outdoor area should remain locked and alarmed to discourage intruders.
- All gates should be bolted and secured.
- Visitors to the setting are encouraged to make a pre-arranged appointment.
- Visitors identification is checked and visitors are signed into and out of the setting
- A collection procedure is in place to ensure children go home with the correct adult – all consented adults are detailed on the child's registration card. Alternative arrangements on a daily basis are detailed in the Collection Book or should be made by telephone in the event of an emergency. (Details regularly given in newsletters)
- Other users of the premises are encouraged to not access areas children are present without prior consent.

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 setting Leader, Ginia Brown or Deputy, Jackie Mitchell. The person approaching the suspicious individual must determine if the person poses a safety hazard or just needs to be made aware of the settings policy around visitors'.

While determining the status of a visitor / intruder 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 wellbeing.

Procedures

Visitor who is on site for a business purpose

- Identify the person and determine their purpose or need for being in the setting.
- Escort person to the Leader or Deputy to ensure they are aware of the intruder/visitor and how they gained access to the setting. All details of visitors are kept in the diary.

Intruder who poses a safety hazard

- A member of staff must contact the Leader or Deputy
- Politely greet intruder, keep your distance a little, 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 make a prior appointment with the setting Leader or Administrator and then report to the Leader on arrival.
- Depending on the circumstances and the demeanour of the intruder, the pre-school Leader/Deputy or any other member of staff available to do so 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. 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 and actions as soon as possible Intruder who is armed
- Alert all staff members and the Leader
- Ensure all children are accounted for
- Contact the police as soon as possible – give the operator all the information regarding location of the intruder, a physical and clothing description and the weapon(s) involved.
- Remain on the line as long as possible or until the operator advises you to hang up
- Until the police arrive, monitor the location of the intruder
- Use casual conversation or body language to calmly direct the situation. If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon
- Do not attempt to disarm the intruder and back away slowly where possible In any event of an intruder to the setting

If you feel the children are at immediate risk of harm you must begin to move them to the nearest available exit and take them to Crofton Infant school for safety. Where possible keep children and staff together, ensure the daily register for staff and children and parents contact details are taken. As soon as possible, other users and staff need to be informed there is an intruder.

On arrival of the police

Once the police arrive, provide them with the following information:

- Location of the intruder
- Description of the intruder
- Any known weapons
- Any statement made by the intruder

The police will secure the building and contact the press office at national centre if you need help with a press statement. 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 all the staff involved will make a report.

Inform Ofsted and the parents of the incident and the subsequent investigations; with due regard to both data protection and confidentiality policies. All staff involved with the incident will be supported by the setting immediately after the incident and for as long after the incident as is required. The setting will support staff with finding counselling if they require it.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act 2006
- Serious Crime Act 2015

Further guidance

www.bromleysafeguarding.org

- Working Together to Safeguard Children (2018)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Keeping Children Safe in Education (2022)

This policy was adopted at a meeting of

Held on

Date to be reviewed

CROFTON EARLY LEARNERS

28 SEPTEMBER 2022

SEPTEMBER 2023
