

## Intruder Policy

The safety of our children is of paramount importance. We make every effort to keep our nurseries secure. It is our aim to ensure that each of our children are cared for and are safe at all times.

The purpose of this policy is to inform staff and parents/carers of the procedures we take in the event of an intruder being identified on the premises. All staff are aware that it is their priority to maintain the safety of all children in their care as well as their own safety.

An intruder is an individual in the nursery who has not followed our established visitor procedures and may or may not be a safety hazard to the nursery. This policy provides a means of dealing with either situation.

### Procedure

1. Any member of staff who observes an individual in the nursery who appears suspicious, or out of place, should (if safe to do so) approach the individual, ask for their name, ID, and purpose of being in the nursery. The member of staff should always alert the manager or deputy manager for assistance with this. The member of staff needs to determine if the individual poses any kind of threat/safety hazard.
2. Whilst determining the status of the 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 current activities.
3. If the individual becomes agitated and refuses to leave the building peacefully, we will endeavour to calm the person whilst trying to gain the attention of a staff member to call the police.
4. If the intruder/individual persists, the nursery code word may be used to alert staff to gather children and make way to the designated secure area. The register and a telephone will be taken with them and they will stay in the secure area until the police arrive.
5. If the person leaves before police arrive, we will not attempt to detain them.
6. If the person does not leave before police arrive, explain to the officers what has happened, so they can deal with the intruder and find a cause for arrest.
7. The incident will be logged and security measures will be reviewed.

### In the event that an intruder is armed

1. All staff will be alerted (by using the code word) and the police will be contacted (999) immediately.
2. Staff will remain as calm as possible diverting the children as far away from the intruder as possible. Staff will move children as quickly and as calmly as possible to not distress the children and make way to the secure area. The register and a telephone will be taken with them and they will stay there until the police arrive.



3. If the intruder shows a weapon, staff will remain calm and will not attempt to disarm the intruder.
4. When confronting an intruder, the member of staff dealing with them should have another member of staff present. Both staff members should break off contact and leave when it is safe to do so. Use casual conversation or body language to calmly direct the situation.
5. Once the police arrive, make them aware of the situation, inform the officers of the location of the intruder and a description of the weapon which may have been seen, description of the intruder and any other relevant information.
6. Staff and children will remain where they are unless directed otherwise by the police, reassuring and engaging children as appropriate.
7. Once the incident is over all children's parents will be called and informed of the incident.
8. A thorough incident investigation will be carried out and a report will be made by all staff involved.

If required, inform Ofsted about the intruder, with due regard to both data protection and confidentiality policies.

This policy meets the requirements of the Statutory Framework for the EYFS 4<sup>TH</sup> January 2024

Date policy last reviewed/updated	June 2024	Reviewed by	Julia Ward, Head of Support Services
Date of next review/update	June 2025		

