

Intruder Procedure

Statement of intent

Our setting believes that the safety of the children and staff in our setting is of paramount importance. We (The Management) make every effort to keep our setting secure from intruders.

Aim:

Our aim is to inform all 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 environment and equipment of the setting.

Method:

An intruder is an individual in the building 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 building who appears suspicious or out-of-place should either approach the individual (if safe to do so), and ask for their name and purpose in the building, or should contact a manager/supervisor for assistance.

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 visitor's policy.

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 for:

- **Visitor with legitimate business:**
 1. Identify the person and determine their purpose or need for being in the building.
 2. Ask the person to remain outside of the setting, and to wait while a manager is informed of their presence.
 3. Ensure they are aware of the visitor procedure for future reference.
 4. Alert the church administrator if the person claims to be in the building for a purpose other than visiting the setting.

5. Review security to determine how the intruder gained entry.

- **Intruder who poses a safety hazard:**

1. Politely greet intruder, identify yourself and ask purpose of the visit to the setting.
2. Ask a colleague to observe your approach to the intruder.
3. Alert a manager/supervisor of the person's presence.
4. Depending on the circumstances and the demeanour of the intruder, the manager/supervisor will make every effort to call the police to report the incident.
5. 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.
6. If police are called and the individual leaves or attempts to leave prior to the police arriving, do not attempt to physically restrain the person.
7. Contact the police to inform them that the individual has left the building, giving the direction taken and means of transport used.
8. If the individual stays until the police arrive, inform the officers what has happened that lead to the individual being with you, so that they can establish probable cause of arrest for trespassing.
9. Also whilst still in the presence of the police, verbally ask the intruder not to return to the pre-school.
10. Review security immediately.
11. Log incident and action taken, as soon as possible.
12. Report the incident to the Chair of the pre-school committee.

- **Intruder who is armed or otherwise poses a safety hazard or terrorist risk:**

1. When confronting an intruder, take another staff member with you. Ask a third staff member who is not involved to contact a manager/supervisor. Determine who should initiate contact with the intruder and who will be the back-up person. Both staff members should break contact and leave when it is safe to do so.
2. Attempt to direct the intruder away from areas occupied by the children. Use casual conversation or body language to calmly direct the situation. If the intruder refuses to cooperate, do not escalate the situation.
3. 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.

4. 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.
5. Be prepared to keep media, parents and other community members out of the setting. The police will secure the building. Contact SfYC for help if a press statement is needed.
6. 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.
7. 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 the settings confidentiality policy.

- **Reporting Procedure:**

1. Alert all staff members.
2. Contact the police as soon as possible to report the incident.
3. Give operator all the information regarding location of the intruder, a physical and clothing description and the weapon/s involved.
4. Advise the operator what you are doing to ensure the safety of the children and other staff members. Follow Lockdown Procedure as detailed below.
5. Remain on the line until the operator advises you to hang up.
6. Until the police arrive, monitor the location of the intruder.
7. Report the incident to the Chair of the pre-school committee

- **Lockdown Procedure**

In the event of an intruder posing a physical threat to the children, every effort must be made to remove the children out of the situation and to find them a safe place.

Depending on the location of the intruder, the children should be taken to the nearest room within the building that can be locked by staff from the inside. The children should be placed in the room, as far away from the door and windows as possible, and be encouraged to sit or lay still on the floor, until the situation is resolved.

It is the responsibility of all settings to ensure children are protected under the new Prevent Duty and it is the responsibility of all providers to ensure children in their care are not subject to undue or extremist views and influences.

(The Prevent Duty is the duty in the **Counter-Terrorism and Security Act 2015** on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism *DfE June 2015*)

Version	Changes made	Author	Date
1.0	Baseline version	Lyn D	12 th Oct 2015
1.1	Paragraph added referring to Prevent Duty and the procedure relating to a risk of terrorism	Lyn D	21 st May 2016
1.2	Statements added to ensure that the Chair of the preschool committee is informed of an incident where an intruder is considered to be a safety hazard or threat	Lyn D	13 th April 2017
1.3	Procedures reviewed and updated Lockdown procedure added	Lyn D	5 th Aug 2018