



TCC Christian Preschool Intruder Policy

Statement of Intent

Thundersley Congregational Church (T.C.C.) Christian Pre-school believes 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.

Aim

The aim of this policy is to inform staff and parents/carers of the procedures in place in the event of an intruder being identified on the premises. All staff must be aware that it is their priority to maintain the safety of any child in their care as well as their own safety and to protect the settings environment and equipment.

Methods

An intruder is a person in the setting who has not followed the visitor procedures and who may or may not be a hazard to the setting, staff or children.

Any member of staff who observes a person in the setting who appears suspicious or out of place should either

1. approach the person (if it is safe to do so) and ask for their name and the purpose of their being in the setting , or
2. contact the manager/supervisor for assistance

While determining the business of the visitor every effort must be made to ensure the children in our care are safe and feel secure and, where possible, continuing to be engaged in their activities. If necessary the children must be reassured of their own safety and that of others.

- **Procedure for visitor with legitimate business but no pass**
 1. Identify the person and determine their purpose or need for being in the setting
 2. Get the manager who will check identification. If they do not have any identification they do not gain entry. Ensure they are aware of the settings visitor policy for future reference.
- **Procedure for intruder who might pose a safety hazard**
 1. Greet the intruder politely, identify yourself and ask the purpose of the visit to the setting.
 2. Ask another member of staff to observe your approach to the intruder.
 3. 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. If the intruder appears to be agitated, irrational or refuses to leave in a peaceful manner, endeavour to calm the person by talking in a low reassuring voice whilst also trying to gain the attention of a member of staff to call the police.
 4. If the police are called and the person leaves or attempts to leave prior to the police arrival do no attempt to physically detain or restrain them. Contact the police to inform the responding officers that the person has left the premises, the direction and means of transport.
 5. If the person stays until the police arrive, inform the officers what has happened that led to the person being with you so they can establish probable cause for arrest for trespassing. Also verbally ask the person not to return to the preschool whilst in the presence of the police.

6. Review security immediately.
7. Log the incident and actions as soon as possible.
8. Contact Ofsted to report incident within as soon as possible but 14days

Procedure for an intruder who is armed or otherwise poses a safety hazard

1. Alert all staff members by shouting a code word.
2. contact the police as soon as possible to report the incident
 - give the operator all the information regarding the location of the intruder, a physical and clothing description and the weapon involved
 - advise the operator what you are doing to ensure the safety of the children and staff
 - remain on the line until the operator advises you to hang up
 - monitor the location of the intruder until the police arrive
3. When confronting the intruder, take another member of staff with you. Ask a third member of staff who is not involved to contact the manager/supervisor. Determine who will initiate contact with the intruder and who will be the back-up person. Both staff members should break off contact and leave when it is safe to do so. Attempt to direct the intruder away from the areas occupied by the children. 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 them to consider using the weapon
 - i) back away slowly and leave the area
 - ii) both of your hands should be up with your palms facing the intruder while slowly backing away
4. Remain calm and do not attempt to disarm the person.
5. Once the police arrive provide them with the following information
 - Location of the intruder
 - Description of the intruder
 - Any known weapons
 - Any statements made by the intruder
6. Be prepared to keep media, parents and other community members out of the setting, the police will secure the building.
7. All other staff members and official visitors should remain in their designated area/room 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 a report will be made by all staff involved.

Inform Ofsted and the settings parents of the incident and the subsequent investigation with due regard to both data protection and confidentiality policies.

Legal framework

- General Data Protection Regulations (May 2018)
- Human Rights Act 1998

Further guidance

- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers. (March 2015)

SignedManager

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