

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

### **8.8 Intruder**

#### **Policy statement**

The Riverside Nursery School 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.

#### **Aim**

The aim of this policy is to inform practitioners and parents/carers of the procedure 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 children in their care as well as their own safety and to protect the settings environment and equipment.

#### **Procedure**

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

The Riverside Nursery School rents premises from Winchester City Football Club and as such there are occasions when there are personnel from the football club working in the grounds. A risk assessment has been carried out in the outside play area and procedures are in place to ensure the safety of the children.

#### *In general we will:*

- Ensure the entrance gate is locked using the number padlock whenever children are playing outside.
- Ensure the gate next to the turnstiles is secured with a number cycle lock.
- Lock the entrance door when all children are inside.
- Ask the football club to notify us when they are expecting visitors on site and advise them to make themselves known to us.
- If football club personnel need to access areas used by the nursery they will be asked to sign-in and follow The Riverside Nursery School procedure for visitors.
- Staff will be vigilant regarding the whereabouts of Winchester City Football Club personnel who are working in the grounds of the football club.

Any member of staff who observes an individual in the setting, both inside or outside, who appears suspicious or out-of-place should either approach the individual (if safe to do so) to ask for their name and purpose in the setting or, should contact the Manager or Deputy 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 visitors' policy.

While determining the status of a visitor, every effort must be made to ensure children in our care are safe, feeling secure and where possible, continuing to be engaged in their current activities. If need be children must be given reassurances as to their own and others safety and well being.

*Procedure for visitor with legitimate business, we will:*

- Identify the person and determine their purpose or need to be in the setting.
- Have the person sign-in as a visitor and ensure they are aware of our Visitor policy for future reference.

*Procedure for intruder who may pose a safety hazard, we will:*

- Politely greet the intruder, identify our self and ask purpose of the visit to the setting.
- Ask a colleague to observe your approach to the intruder.
- Explain that all visitors must report to the Manager and ask them to wait outside whilst the Manager is contacted.
- Depending on the circumstances and the demeanour of the intruder, the Manager will make every effort to call the police and report the incident.
- If the intruder appears agitated, irrational or refuses to leave the premises in a peaceful manner, we will endeavour to calm the person by talking to them in a reassuring manner whilst also trying to gain the attention of another member of staff.
- If police are called and the intruder decides to leave, do not attempt to prevent them from leaving, but take a note of their description, clothing and any vehicle details and registration number, and inform the responding officers of the intruder's direction of travel 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 so they can establish probable cause for arrest for trespassing. Also verbally ask the subject not to return to the nursery whilst still in the presence of the police.
- Review security immediately.
- Log incident and actions as soon as possible.

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

- Ensure all children are taken to a safe place (e.g. inside or garden).
- Contact the police as soon as possible to report the incident.
- Give operator all the information regarding location of the intruder, a physical and clothing description and the weapon involved.
- Advise the operator what we are doing to ensure the safety of the children and other staff members.
- Remain on the line until the operator advises you to hang up.
- Until the police arrive, monitor the location of the intruder.
  - When confronting an intruder, take another member of staff with you. Ask a third member of staff who is not involved to contact the police. Determine who will initiate contact with the intruder and who will be the back up person. Both members of staff should break off contact and leave when it is safe to do so. Attempt to direct the intruder to a door/gate, away from the children. Use casual conversation and body language to calmly direct the situation. If the intruder refuses to cooperate, do not escalate the situation. 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 of your hands should be up with your palms facing the intruder while slowly backing away.
  - Remain calm and do not attempt to disarm the person.
- Once the police officers arrive provide them with the following information:
  - Location of the intruder
  - Description of the intruder
  - Any known weapons
  - Any statements made by the intruder
- Be prepared to keep media, parents and other community members out of the setting. The police will secure the building. Contact the press office at the Pre-school Learning Alliance National Centre if you need help for a press statement or contact Services for Young Children local office for advice.
- 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 a report will be made by all staff involved.
- Inform Ofsted and deal with the subsequent investigation, with due regard to both data protection and confidentiality policies.

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| This policy was adopted at a meeting of | The Riverside Nursery School     |
| Held on                                 | <hr/> 1 <sup>st</sup> March 2019 |
| Date to be reviewed                     | <hr/> March 2020                 |
| Signed                                  | <hr/>                            |
| Name of signatory                       | <hr/> Beverley Feeney            |
| Role of signatory                       | <hr/> Nursery Manager / Owner    |
|   | <hr/>                            |