



# CHOLSEY PRESCHOOL POLICIES

**Policy Name – Intruder on Premises**  
**Policy Number – CPS110**

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Revision Date – Nov 19

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## Policy Statement

Cholsey Pre-School believes that the safety of the children and early years educators in our Pre-School is of paramount importance. We make every effort to keep Cholsey Pre-school secure from intruders. Our priority is to maintain the safety of the children in our care as well as protecting early years educators, other visitors eg Parent Helpers and Cholsey Pre-school environment and equipment

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

Any early years educator who observes an individual trying to gain entry into Cholsey Pre-School who appears suspicious or out-of-place should approach the individual (if safe to do so), ask their name and purpose to enter Cholsey Pre-School and alert the Manager or Deputy.

The person approaching the suspicious individual must determine if the person poses a safety hazard or just needs to be made aware of the procedures in place for visiting Cholsey Pre-School.

While determining the status of a visitor, every effort must be made to ensure children in our care are safe, feeling secure 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.

## Visitor with Legitimate Business

- Identify the person and determine their purpose or need for being in Cholsey Pre-School.



- Escort the person to the Manager/Deputy and sign them in as a visitor. Ensure they are aware of the visitors procedures in place for visiting Cholsey Pre-School for future reference.
- If a visitor has gained entrance to the Primary School without their knowledge and made their way to Cholsey Pre-School we would review security to establish how the intruder gained entry and complete an incident form.

### **Intruder who may pose a safety hazard**

- Politely greet intruder if safe to do so, identify yourself and ask purpose of the visit to Cholsey Pre-School.
- Ask a colleague to observe your approach to the intruder.
- Explain that all visitors must report to the Manager/Deputy and escort the person to the Primary School's office to sign in if not meaning to come to Pre-School or sign in according to Pre-Schools visitor procedure.
- If the intruder appears agitated, irrational or refuses to leave the building/area in a peaceful manner, endeavour to calm the person by talking in a low, calming, reassuring voice whilst using a password (known to all staff, only and in case of emergency) to alert other staff to contact 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 detain or restrain the person. Contact the police to inform the responding officers that the individual has left the building, and if known advise the direction and means of transport. Write or draw a description noting any distinctive features and document what has been said.
- 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. In the presence of the police verbally ask the intruder not to return to Cholsey Pre-school.
- Review security immediately and log the incident and/or actions.



## Intruder who is armed or otherwise poses a safety hazard

- Immediately alert all early years educators using the word “Hot Spot”.
- Contact the police immediately to report the incident and quote location, Cholsey Pre-School
- Evacuate the children to the nearest safest place decided by the senior of the room.
- A physical and clothing description and the weapon(s) involved should be given to the operator and this information should also be recorded by the early years educator.
  - Advise the operator what you are doing to ensure the safety of the children and early years educators.
  - Remain on the line until the operator advises you to hang up.
  - Monitor the location of the intruder until the police arrive.
- We would not attempt to confront an armed intruder.
- When confronting an unarmed intruder, take a colleague with you. Ask a third early years educator who is not involved, to contact the Manager/Deputy and to observe the situation. Determine who will initiate contact with the intruder and who will be the back-up person. Both early years educators should break off contact and leave when it is safe to do so. Attempt to direct the intruder away from areas occupied.