



## Visitor or intruder on the premises

The safety and security of the premises is maintained at all time and staff are vigilant in areas that pose a risk, such as shared premises. A risk assessment is completed to ensure that unauthorised visitors cannot gain access.

The procedure for answering the front door is:-

**Look through the glass in the door before opening the door. (If you are at all suspicious of the person, put the safety chain on before opening the door and speaking to them)**

**Ask them to show their Identification before being allowed on the premises**

**If they have no ID they need to state the reason for being on the premises and ask for a number that you can call to verify identification of the visitor, but if still not sure ask them to come back with ID.**

**If the visitor then starts getting abusive, close the door, walk away and call the Police (Telephone 999).**

**Visitors with legitimate business** - generally a visitor will have made a prior appointment

- On arrival, they are asked to verify their identity and confirm who they are visiting.
- Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation.
- Visitors (including visiting VIPs) are never left alone with the children at any time.
- Visitors to the setting are monitored and asked to leave immediately should their behaviour give cause for concern.

### Intruder

An intruder is an individual who has not followed visitor procedures and has no legitimate business to be in the setting; he or she may or may not be a hazard to the setting.

- An individual who appears to have no business in the setting will be asked for their name and purpose for being there.
- The staff member identifies any risk posed by the intruder.
- The staff member ensures the individual follows the procedure for visitors.
- The setting manager is immediately informed of the incident and takes necessary action to safeguard children.
- If there are concerns for the safety of children, staff evacuate them to a safe place in the building and contact police. In some circumstance this could lead to 'lock-down' of the setting and will be managed by the responding emergency service. See our Lockdown Policy.
- The designated person is informed by the deputy designated officer of the situation at the first opportunity.
- In the case of a serious breach where there was a perceived or actual threat to the safety of the children, the manager/designated person will complete a safeguarding incident form (Blue form) and copies in their line manager on the day of the incident. The owners ensure a robust organisational response and ensure that learning is shared.

Adopted 5<sup>th</sup> September 2022  
To be reviewed annually