

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.



8.11 Unauthorised Intruder Policy

Policy statement

Long Wittenham Pre-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 by ensuring the highest possible standard of safety precautions. Procedures are consistently followed to prevent unauthorised entry and ensure the safety of all children, visitors and staff whilst on the premises.

In the event of a major emergency such as an unauthorised intruder, arrangements have been made so that the children will go to a safe location. Pre-School staff will contact parents or emergency contacts to collect children from the safe location.

Our designated safe location is: Long Wittenham Primary School, High Street, Long Wittenham, Tel 01865 407850

Procedure

- As per normal door opening policy, look through the window first then open the door with the chain still in place. Ask for ID and verified with the Manager or Deputy. If necessary make phone calls to verify the person whilst the wait outside behind the locked door.
- DO NOT answer any questions or confirm any details, e.g. our opening times, attendance of any child, parent or staff member.
- If the person is determined to gain unauthorised access to the building, close and lock the front door and alert all other staff to the situation using the pre-agreed password.
- Stay calm and try to ensure the children are not frightened.
- Use casual conversation or body language to calmly direct the situation.
- If the intruder shows a weapon do not attempt to disarm the intruder and back away slowly where possible
- Manager / Deputy on duty takes responsibility for:
 - Main door locked, chain on and curtains closed.
 - Fire exit door at front of hall closed and secure.
 - Back door is closed and secure
 - All windows are closed and locked and curtains closed.
 - Collect register, evacuation rucksack and pre-school mobile phone and take to mat where children are seated.
 - Telephone the police using 999 and inform them of the situation, that children are involved and in possible danger. REMEMBER: If using the Pre-School mobile you will need to give the full address 'Village Hall, High Street, Long Wittenham, Abingdon, OX14 4QH'.

- Give the operator all the information regarding location of the intruder, a physical and clothing description and the weapon(s) involved. Remain on the line as long as possible, until the operator advises you to hang up or the police arrive.
- All other staff should (unless directed otherwise by the manager) gather all children (check outside area and toilet) and sit them in the book corner at the far end of the hall furthest away from entrances and exits. Check every child is accounted for using register.
- Barricade doors if needed and safe to do so using units on wheels (lock wheels when in place).
- Once the police arrive, provide them with the following information: Location of the intruder, description of the intruder, any known weapons, any statement made by the intruder. The police will secure the building.
- Contact Pre-School committee members to help liaise with the emergency services and parents / carers.
- If it is thought necessary and is safe to do so, the children will be removed to a safe location: Long Wittenham Primary School.
- After the incident
 - Log incident and any actions
 - Inform Ofsted and the parents of the incident and the subsequent investigations; with due regard to both data protection and confidentiality policies.
 - All staff involved with the incident will be supported by the setting immediately after the incident and for as long after the incident as is required, including support with finding counselling if they require it.

See also policy 8.10 Staff Safety including Home visits for details of *dealing with agitated parents in the setting*.

Policy approved and adopted by LWPS Board of Trustees on 17 October 2016	
Signed on behalf of the provider	
Name of signatory	Jenny Caw
Role of signatory	Co-Chair
Reviewed February	Signed:  Dated: 20 Feb 2017
Reviewed June	Signed: Dated:

