

Hollybush Pre-School

A Community Interest Company

Play - Learn - Grow

**Hollybush Pre-School**

**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 any other buildings in the vicinity.

**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 sign out upon exit of the building) 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 (if a genuine visitor).
* The setting manager is immediately informed of the incident.
* 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 Terrorist Threat/Attack Policy and Lock-Down).
* The designated person informs their 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 completes a Confidential Safeguarding Incident Report Form) and copies in their Directors on the day of the incident. The Directors ensure a robust organisational response and ensure that learning is shared.

**Further guidance**

[Visitors Signing In Record](https://portal.eyalliance.org.uk/Shop#!prod/e98ed1d4-7564-ea11-a811-000d3a0bad7c/curr/GBP) (Alliance 2018)

**This Policy was reviewed by the Directors on: …………………………………..(Date)**

**Signed on behalf of the Pre School …………………………………….(Directors)**