

Intrusion

The safety of the children is of paramount importance whether inside or outside. Children are taught to go inside and into the quiet room whenever they hear the whistle. A member of staff will always have a telephone outside. If we are unable get into the building, staff will keep children away from the intruder and call for police immediately. Staff training will take place, following the fire practice as reminder of the following procedure.

Should a person be seen in the pre-school grounds who appears to be unconnected with the pre-school, the following actions must be taken:

Action A:

Decide whether to approach the person and ask if you can be of assistance. If the person has no business to be in the nursery grounds, politely ask the person to leave, explaining that this is a nursery school where security is important and it is also private property. Thereafter immediately inform the Supervisor.

It is important for staff to use their judgement and if they feel uncomfortable in any way they should not approach the aforementioned individual.

Action B:

Whichever staff member notices the intruder will blow the whistle 3 times to alert all staff to an emergency. The children will go inside and staff will take action to safeguard the children by bringing them indoors and securing the building. At the same time, the Supervisor will telephone 999 for Police Assistance if required, then the school.

It is important for staff to use their judgement and if they feel uncomfortable in any way they should not approach the aforementioned individual.

Links to other relevant policies:

- Safeguarding policy

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	