

06 Safeguarding children, young people and vulnerable adults procedures

06.03 Visitor or intruder on the premises

The safety and security of the premises is maintained at all times and every member of the team is vigilant in areas that pose a risk, such as shared premises like the use of the Parish Rooms and gates being used by people accessing the site during pre-school hours. A risk assessment is completed to ensure that unauthorised visitors cannot gain access.

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.

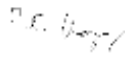
Intruder

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 Lead Teacher 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 procedure 01.21 Terrorist threat/attack and lock-down).
- The Designated Safeguarding Lead 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 Lead Teacher-DSL completes 06.1c Confidential safeguarding incident report form, and copies in the relevant committee members on the day of the incident. Committee members ensure a robust organisational response and ensure that learning is shared.

Further guidance

[Visitors Signing In Record](#) (Alliance 2018)

This policy was adopted by	St Paul's Pre-school
In	November 2022
Date to be reviewed	November 2023
Signed on behalf of the Management Committee	
Name of signatory	Marie-Claire Kaziewicz
Role of signatory (e.g. chair, director or owner)	Chair