



Charity Number 1036832

Reviewed August 2017

Naval Under Fives

Intruder Policy

Statement of intent

NUF believes that the safety of the children and Staff in our Settings is of paramount importance. We make every effort to keep our Settings secure from intruders.

Aim

The aim of this policy is to inform Practitioners and Parent/Carers of the procedures to take in the event of an intruder being identified on the premises. All Practitioners must be aware that it is their priority to maintain the safety of all the children in their care as well as their own safety and to protect the Settings environment and equipment.

Method

An intruder is an individual in the Setting who has not followed established visitor procedures and may or may not be a safety hazard to the Setting.

Any member of Staff who observes an individual in the Setting who appears suspicious or out-of-place should either approach the individual [if safe to do so], ask for their name and purpose for being in the Setting or should contact the Manager for assistance.

The person approaching the suspicious individual must determine if the person poses a safety hazard or just needs to be made aware of the Settings 'visitors' policy.

While determining the status of a visitor, every effort must be made to ensure the children in our care are safe, feeling secure and where possible, continuing to be engaged in their current activities. If need be the children must be given reassurances as to their own and others safety and well-being.

Procedure

Visitor with legitimate business no pass

Identify the person and determine their purpose or need for being in the Setting.

Escort person to Manager and have them sign in as a visitor. Ensure they are aware of the visitor policy for future reference.

Wait until a member of the Management team can come to you, if safety issues do not permit you to leave your post.

Review security to determine how the intruder gained entry.

Intruder who poses a safety hazard.

Politely greet intruder, identify yourself and ask the purpose of their visit to the Setting.

Ask a colleague to observe your approach to the intruder.

Explain that all visitors must report to the Manager and escort the person to the Manager.

Depending on the circumstances and the demeanour of the intruder, the Manager will make every effort to call the Police to report the incident. If the intruder appears agitated or refuses to leave the building in a peaceful manner, endeavour to calm the person by talking in a low calm reassuring voice whilst also trying to gain the attention of another Staff member to call the Police.

If the Police are called and the individual leaves or attempts to leave prior to the Police arriving, do not attempt to physically restrain the person. Contact the Police to inform them that the individual has left the building, the direction and means of transport. If the individual stays until the Police arrive, inform the Officers what has happened that lead to the individual being with you so that they can establish probable cause for arrest for trespassing. Also verbally ask the subject not to return to the Pre School whilst still in the presence of the Police.

Review security immediately

Log incident and actions as soon as possible



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Intruder who is armed or otherwise poses a safety hazard.

Alert all staff members

Contact the Police as soon as possible to report the incident.

Give operator all the information regarding location of the intruder, a physical and clothing description and the weapon[s] involved.

Advise the operator what you are doing to ensure the safety of the children and other Staff members. Remain on the line until the operator advises you to hang up.

Until the Police arrive, monitor the location of the intruder.

If you are unable to speak on the phone, fear that you may cause the intruder stress, send a text message to one of the NUF Settings.

When confronting an intruder, take another Staff member with you. Ask a third Staff member who is not involved to contact the Manager. Determine who should initiate contact with the intruder. Both Staff members should attempt to direct the intruder away from areas occupied by the children. Use casual conversation or body language to calmly direct the situation. If the intruder refuses to cooperate, remove the children to another area away from the intruder, do not escalate the situation. If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.

Back away slowly and leave the area.

Both your hands should be up with your palms facing the intruder while slowly backing away.

Always remain calm, remember children can sense when someone is upset or agitated; do not attempt to disarm the person.

Once the Police arrive provide them with the following information

Location of intruder.

Description of intruder.

Any known weapons.

Any statements made by the intruder.

Be prepared to keep media, Parents/Carers and other community members out of the Setting. The Police will secure the building. An MoD representative will contact the Press Office at National Centre and they will give a press statement, do not release any information to the Press Office, in case the information you give could go against the case should it go Court.

All other Staff members and official Visitors should remain in their designated areas with the children unless otherwise directed by the Police, reassuring and engaging the children

In any event there will be a thorough investigation of the incident, and a report will be made by all the Staff involved.



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Inform The Office, Ofsted, Local Authority and reassure the Parents/Carers of the children in attendance at the time of the incident and the subsequent investigations, with due regard to both data protection and confidentiality policies.