

## 8.11 Identity of Visitors and Intruder Emergency Policy and Procedure

### Visitors

Visitors to our setting who arrive at times other than those advertised for drop off/collection of children must come to Playgroup via our designated path off the Infant School drive. Visitors will be signed in to the visitors' book kept in the setting.

Visitors will at no time be left unsupervised. The only exception to this would be visitors who attend for a recognised purpose and where we have seen a valid DBS or equivalent certificate eg photographer in for Playgroup photos. In such a case the visitor would never be left alone with a child: a member of staff, or committee member with a valid DBS or equivalent check, will always be present.

Where a visitor represents a named organisation and is not previously known to us, an identity badge/other ID is checked as appropriate. If there are any doubts as to the visitor's correct identity the visitor will not be allowed in to the setting until further checks have been made eg a telephone call to the named organization using an independently verified phone number.

See also Policy 8.2 'Maintaining Children's Safety and Security on the Premises'.

### Intruders

The following procedure applies where a person in the setting, whether or not a visitor, is or becomes considered by a member of staff to pose a threat to the safety of children or staff.

There are a variety of emergency situations which require staff to relocate children or remove them from harm's way

These may include fire, chemical or electrical hazards, and disasters such as flooding and earthquake. These will require the evacuation of the premises by implementing the evacuation/fire procedure.

A serious threat from an intruder or a person who could unsettle or endanger the children and staff will require a "lock down" procedure against intruders.

A lock down intruder procedure is a "protection in place" procedure to ensure the safety of children, staff and adults at all times.

Should the lockdown/intruder procedures need to be actioned:

A senior member of staff will need to deal with the situation in order to identify the threat posed by the person/situation. **Only act if it is safe to do so.**

- It is necessary to have a recognised signal for staff to alert everyone throughout the setting, to be used only in a situation of an immediate danger, such as the presence of an aggressive intruder (i.e. making verbal threats causing physical harm or/and has a weapon). Our signal is a sharp blow of the whistle. A whistle is kept in the cloak area pinned to the noticeboard.

- The Police must be called.
- Isolate the intruder/threat by locking or barring doors, closing windows curtains and wedging doors.
- Locate children and adults into a designated safe area. Our designated safe areas are the Playgroup office and, if there is insufficient room in the Playgroup office and as the option of second choice, the Playgroup kitchen (unless the intruder is in one of those areas and a further area must be used in which case the next best option will be identified).
- Maintain a calm atmosphere, engage the children in an appropriate activity or a game, reassuring children as to their own and others' safety and well being
- Do not allow anyone to move away from the designated safe area during the lock down/intruder procedure under any circumstances until the all clear is given

The incident will be logged for a full report and investigation, in preparation for subsequently informing OFSTED and children's parents.

If an intruder emergency drill is carried out full details of the drill will be recorded.

---

This policy and procedure was adopted by Radcliffe on Trent Pre-school Playgroup

On

Date to be reviewed

Signed on behalf of Management  
Committee

Name/Role of Signatory

---

Victoria Devaney, Committee Chair