**Intruders**

**Policy statement**

The safety of the children is of paramount importance to the pre-school. With regard to visitors attending Alphabets, the following procedures are in place:

* Wherever possible visitors to the pre-school should come at an agreed time. The Pre-school Manager/Deputy manager should be informed of anyone coming to visit the pre-school. Appointments will be recorded in the pre-school diary.
* In the event of a prospective parent visiting the pre-school, the parent should be accompanied by a member of staff at all times. Usually this should be the Pre-school Manager or Deputy Manager. Parents will be asked for photographic proof of ID in the form of a passport or driving licence.
* Identification should be requested & checked by staff in the event of someone coming to visit the pre-school, for example from a utility company.
* People turning up unannounced should not be admitted. The manager/deputy manager should only talk to them in the foyer if they feel it is safe to do so.
* If an unidentified person comes to the door to gain access, the chain must be put on until staff are satisfied that the visitor has been identified & can be allowed in. If there is any doubt about the visitor, do not let them in.
* In the event that an intruder attempts to break into the pre-school, every effort should be made by the staff to keep the children safe. The police should be called.
* If an intruder/visitor gets into the hall & becomes aggressive to a staff member or child, the child will be removed from the situation. The staff member should remain calm.
* The Pre-school Manager/Deputy manager will try & calm the situation by removing the intruder/visitor from the main hall to the foyer.
* If the intruder will not move from the hall, staff will remove the children from the hall via the foyer or the garden. Staff are to take the contact numbers & telephone with them & call the police.
* If an intruder enters the garden, staff are to take the children into the hall & lock the door, then contact the police.
* Seek help from the Parish Council staff in adjoining halls & /or the groundsmen.

Under no circumstances should the children be put at risk from an intruder. The Pre-school Manager/ Deputy Manager will attempt to deal with the situation. In all cases of uncertainty, the police are to be called on 999 for advice & assistance.

This policy was adopted at a meeting of Alphabets Pre-school management committee

Held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) Date to be reviewed \_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Nominated person)