

Stepping Stones Creche/Nursery



Policy - Intruder

Intruders posing a safety hazard

- Politely greet the intruder, identify yourself and ask the purpose of their visit. Having a member of staff close by to secure the door and for support if needed.
- Explain that all visitors must sign in.
- If the intruder becomes agitated and refuses to leave the building peacefully endeavour to calm the person whilst trying to gain the attention of your staff member to call the police.
- If the caller persists, the children and staff will assemble together in the main rooms away from the windows and doors and will be distracted by staff, register and telephone will be taken with them, and they will stay there until the police will arrive.
- If the person leaves before the police arrive do not attempt to detain them.
- If the person does not leave before the police arrive. Explain to the officers what has happened, so they can deal with the intruder and find a cause for arrest.
- Remember to log the incident and review security measures.

Procedure if:

Intruder is armed

- Ensure ALL WINDOWS AND DOORS are securely locked.
- All staff will be alerted and the police contacted immediately.
- Try to remain calm diverting the intruder as far away from the children as possible.
- The children and staff will assemble together in the Creative room away from the windows and doors and will be distracted by staff, register and telephone will be taken with them, and they will stay there until the police will arrive.
- If the intruder shows a weapon try to remain calm do not try to disarm them, reassure them that it is not necessary for them to use it. ☒ Once the police arrive, make them aware of where the intruder is and any weapon you may have seen describing the intruder and reporting anything relevant the intruder may have said. ☒ All staff and children should remain where they are unless directed otherwise by the police. ☒ Incidents should be recorded and security procedure reviewed and updated.