

Visitor or intruder on the premises

The safety of our children and staff is of paramount importance and security of the premises is maintained at all times. Staff are vigilant in areas that pose a risk, such as shared areas.

Visitors with legitimate business - Generally a visitor will have made a prior appointment

- On arrival, visitors report to the office where they are asked to verify their identity, confirm who they are visiting and explain the reason for their visit
- Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation.
- Visitors are never left alone with the children at any time
- Visitors to the setting are monitored during their visit
- Where possible appointments/visits that are not related to the running of playschool will be made when the children are not present/ or in a different part of the building
- General maintenance visits will, where possible take place outside of playschool opening hours
- When leaving they will be asked to sign out and will leave the building under the supervision of playschool staff

Intruder

Staff are made aware of procedures to be followed in the event of an intruder being identified on the premises, the intruder policy is made available to parents. Whilst determining the status of a visitor, every effort must be made to ensure the children remain safe and secure, and where possible, continue to be engaged in their current activities.

- An individual discovered on the premises who appears to have no business in the setting will immediately be asked for their name and purpose for being there by the person discovering the individual
- The staff member will identify any risk posed by the intruder.
- The staff member will ensure the individual follows the procedure for visitors. They will escort the individual either from the building or to the office to sign in.
- The setting manager is immediately informed of the incident and will take necessary action to safeguard children.
- If there are concerns for the safety of children, staff will move 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

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- In the case of a serious breach where there was a perceived or actual threat to the safety of the children, the manager/designated person will complete a written report of the incident.
- Toddler leaders are responsible for parents attending toddlers and no toddler helpers or parents should go into any areas designated for playschool use whilst playschool is open.

The owners/trustees/directors ensure a robust organisational response and ensure that learning is shared.

This policy has been reviewed and agreed at a meeting of the Playschool Committee.