

# intruder policy

The Nursery believes that the safety of the children and staff in our setting is of paramount importance. We make every effort to keep our setting secure from intruders.

## Aim

The aim of this policy is to inform parents/carers of the procedures we take in the event of an intruder being identified on the premises. All practitioners are aware that it is their priority to maintain the safety of all the children in their care, as well as their own safety. It is also their responsibility to protect the setting's 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 will approach the individual (if safe to do so), ask for their name and the purpose of their visit and contact the Manager.

The Manager will approach the suspicious individual and determine if the person poses a safety hazard or just needs to be made aware of the setting's visitor policy.

While determining the status of the visitor, every effort will be made to ensure that the children in our care are safe, feeling secure and where possible, continuing to be engaged in their current activities.

If necessary, the Manager will ask the intruder to leave the building. Failure to do so will result in the Nursery activating the Nursery panic button. The Nursery staff will receive the support of the College Estates team if the panic button has been activated.