



Visitor or Intruder on the Premises Policy

Introduction

Houghton and Wyton Pre-school is committed to maintaining the safety and security of all children, staff, and visitors. Staff remain vigilant at all times, particularly in shared or unsecured areas, and risk assessments are conducted regularly to minimise the potential for unauthorised access to the premises.

This policy outlines procedures for managing visitors with legitimate business and responding appropriately to unauthorised individuals (intruders).

Aim

To ensure all visitors are appropriately identified and monitored, and any unauthorised or threatening individuals are addressed swiftly to safeguard children and staff.

Objectives

We will:

- Verify and monitor all visitors to the setting
- Respond promptly and safely to any intruder or unauthorised individual
- Follow robust lockdown or evacuation procedures when necessary
- Ensure incidents are appropriately documented and escalated to the Designated Safeguarding Lead (DSL)

Visitors with Legitimate Business

Visitors to the setting include individuals who have made prior appointments or those on official business.

Procedures

- **Verification and Sign-in:**
 - Visitors are asked to confirm their identity and reason for visit
 - They sign in and are briefed on policies for mobile phone use and evacuation
- **Supervision of Visitors:**
 - Visitors, including VIPs, are never left alone with children
 - Staff monitor visitors throughout their time in the setting
- **Concerning Behaviour:**
 - Visitors displaying inappropriate or concerning behaviour are asked to leave immediately
 - Staff inform the Manager or DSL, who will document the concern and take follow-up action

Intruder on the Premises

An intruder is any individual who has not followed visitor procedures and has no legitimate reason to be on the premises.

Procedures

- **Initial Response:**
 - A staff member approaches the individual (if safe), requests their name and reason for being on-site
 - The individual's behaviour and appearance are assessed to determine risk
- **Managing the Intruder:**
 - If deemed non-threatening, they are directed to follow visitor protocols
 - If potentially dangerous or resistant, the Manager or DSL is informed immediately



- **Safeguarding Actions:**

- If a threat is posed, staff calmly evacuate children to a secure area
- If needed, the police are contacted and lockdown procedures activated in line with the Evacuation and Lockdown Policy

Reporting and Escalation:

- The DSL or Manager logs the incident on a Log of Concern Form.
- The Manager informs the Board of Trustees and ensures a full organisational review is undertaken
- If there was a serious breach, the Manager informs the LADO (Local Authority Designated Officer) and other relevant authorities

Incident Review and Learning

- All incidents involving intruders are reviewed by the Manager and Trustees
- Outcomes are documented and any required improvements to procedure or site security are implemented
- Learning is shared with the wider staff team to strengthen future responses

Lockdown or Evacuation

- In serious cases, lockdown or evacuation is managed by emergency services
- All staff are trained in the lockdown procedure and know their roles

Monitoring and Review

This policy is reviewed annually or sooner if there is a significant change to procedures, guidance, or a related incident occurs.

Legislation and Guidance

- Health and Safety at Work etc. Act 1974
- Children Act 1989 & 2004
- Statutory Framework for the EYFS (2023)
- Management of Health and Safety at Work Regulations 1999

Acknowledgment

All staff, trustees, volunteers, and visitors must acknowledge that they have read and understood this policy. By doing so, they agree to follow the procedures and contribute to a safe and secure environment for all.