



Intruder Policy

The safety of our children is of paramount importance. We make every effort to make our setting secure. It is our aim at Apple Blossom Nursery to ensure each of our children are cared for and are always secure.

The purpose of this policy is to inform practitioners, parents/carers of the procedures to take in the event of the intruder being identified on the premises.

All practitioners at Apple Blossom Nursery are aware their main priority is to maintain the safety of all the children in their care as well as their own safety.

Children's safety

Apple Blossom Nursery has access to the nursery mobile that will always be charged. We have an emergency bag in every room that Caroline Daniel (Nursery Manager), will take with them which will include a book with emergency numbers.

We ensure that all practitioners, students, and volunteers have been checked through the DBS system.

All children are always supervised by adults.

At least two practitioners are always present when there are children on the premises (opening and closing).

We carry out risk assessments to ensure all our children are not made vulnerable within any part of our nursery, or when taking part in activities.

All practitioners are first aid trained.

Safety measures

We have safe systems in place for the safe arrival and departure of the children where one door is locked when the other is open.

The start and finish times of all the practitioners and children are recorded.

We have staff photos in our entrance.

We have a code word that only staff know to use in case of emergencies to ensure the safety of the children.

Procedure

Any practitioner who may observe an individual in the nursery who appears suspicious should (if safe to do so) approach the individual, ask for their name, ID, and purpose of being at the nursery. The practitioner should always alert a member of management for assistance with this. The practitioner needs to determine if the individual poses any kind of threat/safety hazard.

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

If the individual becomes agitated and refuses to leave the building peacefully, we will endeavor to calm the person whilst trying to gain the attention of a practitioner to call the police.

If the intruder/individual persists, the code word may be used to alert practitioners to gather children and make their way upstairs to the main playroom. Taking the register to ensure all children are present. Practitioners and children will stay there until the police arrive.

If the person leaves before police arrive, we will not attempt to detain them.

If the person does not leave before police arrive, explain to the officers what has happened, so they can deal with the intruder and find a cause for arrest.

The incident will be logged, and security measures will be reviewed.

If an intruder is armed

All practitioners will be alerted (codeword) and the police will be contacted (999) immediately.

When you call 999, an operator asks which service you require. If you remain silent and it's an emergency, you will be asked to cough or make any other audible noise.

If you are unable to do so, the next step is to dial "55" into the keypad. The correct procedure is called "SILENT SOLUTIONS"

Practitioners will remain calm, diverting the children as far away from the intruder as possible. Practitioners will move children as quickly and as calmly as they can to not distress the children, taking them upstairs to the main playroom. The register will be called to ensure all children are present. Practitioners and children remain there until the police arrive.

If the intruder shows a weapon, the manager will remain calm and will not attempt to disarm the intruder.

When confronting an intruder, the practitioner dealing with them should have another practitioner present. Both practitioners should break off contact and leave when it is safe to do so. Use casual conversation or body language to calmly direct the situation.

Once the police arrive, make them aware of the situation, inform the officers of the location of the intruder and a description of the weapon which may have been seen, description of the intruder and any other relevant information.

Practitioners and children will remain where they are unless directed otherwise by the police. Reassuring and engaging children as appropriate.

Once the incident is over all children's parents will be called and informed of the incident.

In any event a thorough investigation will be carried out of the incident, and a report will be made by all practitioners involved.

The incident will be reported to Ofsted, with due regard to both data protection and confidentiality policies.