



Allsorts Visitor, Intruder and Security Policy

Purpose

Allsorts' priority is to ensure the safety and wellbeing of the children in their care at all times. We make every effort to ensure our settings are safe and secure.

This policy outlines how we deal with visitors and intruders, and ensure the security of the settings is maintained.

Security Measures in Place

Allsorts has a number of security measures in place to minimise the risk of anyone unauthorised being able to enter the premises. These include:

- Systems for the safe arrival and departure of children (see Child Collection Policy for further details).
- Signing children in as they arrive and noting who will be collecting the child.
- Signing children out when they leave and only allowing them to leave with known adults, using the password system where necessary.
- Staff signing in on arrival at work and signing out at the end of their shift.
- Staff to be wearing uniform and staff lanyard at all times to be easily identifiable.
- Only staff members who have completed their DBS check and a six-month probation period can be responsible for answering the door and standing at the entrance during drop-off and pick-up times. However, if a staff member is level 3 qualified and the senior team agrees that the staff member is competent to follow Allsorts' security measures, the member of staff will be able to open the door after three months of probation. Students and relief staff are prohibited from answering the door at any time.
- If any safeguarding concerns arise during these times, they should be immediately documented and reported to a senior member of staff for appropriate action.
- All doors into the settings are locked and/or alarmed so that unauthorised persons cannot enter and unattended children cannot leave.
- Children closely supervised at all times, especially when playing in the setting gardens.

Visitor Procedure

There are regularly visitors that attend our settings such as health visitors, students and other external agencies.

Staff and visitors must follow the procedure below:

- Visitors should ideally come on pre-planned visits wherever possible so staff are expecting them.
- Visitors should enter through the main door of each setting to be let in by staff only, and must show identification.
- Visitors should sign in on arrival and sign out when they leave.
- Visitors belongings must be kept in the office at the setting and not taken into the room with the children.
- Visitors will not be left unattended with the children at any time.

If an unexpected visitor arrives and has no suitable reason to be on the premises they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will be telephoned immediately.

Intruder Procedure

All practitioners must be aware of the procedures to follow in the event of an intruder being identified on the premises. All practitioners must ensure that it is their priority to maintain the safety of the children in their care as well as their own safety.

An intruder is an individual in the setting who has not followed establishment visitor procedures and may or may not be a safety hazard to the setting. This policy provides a means of dealing with either situation.

Any member of staff who observes an individual in the setting who appears suspicious or out-of-place should either approach the individual (if safe to do so), ask for their name and purpose in the setting or should contact the Manager for assistance.

The person approaching the suspicious individual must determine if the person poses a safety hazard or just needs to be made aware of the setting's visitors' policy.

While determining the status of a visitor, every effort must be made to ensure children in our care are safe, feeling secure and where possible, continuing to be engaged in their current activities. If need be the children must be given reassurance as to their own and others safety and wellbeing.

Procedures for: 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 a colleague to call the police.
- If the caller persists, the children and staff will assemble together in the classroom away from the windows and doors and will be distracted by staff, the register and telephone will be taken with them, and they will stay there until the police 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.
- Remember to log the incident and review security measures.
- A record will be made of any such incidents in the Childcare Director will be immediately notified.

Procedure if intruder is armed

- 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 class room away from the windows and doors and will be distracted by staff, the 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.
- A member of staff in the office will telephone The Childcare Director, and then make contact with all parents concerned.
- The incident should be recorded and security procedures reviewed and updated immediately.