

HARPOLE PRE-SCHOOL

"Kind Hands, Kind Hearts, Fun Learning"



1.9 Visitor/Intruder Policy Policy & Procedure

Harpole Pre-school has adopted the Pre-school Learning Alliance (PLA) Visitor/intruder policy. The PLA ensure that their policies adhere to statutory guidance and legislative procedure and they provide the pre-school with any updates. All policies and procedures are ratified by the Pre-school Trustees on a rolling programme. The pre-school staff, led by Sharon Matthews, ensure that their practice is in line with the policies and procedures outlined in the PLA guidance.

Policy statement

The safety and security of the Harpole Pre-school premises is maintained at all times and staff are vigilant in areas that pose a risk, such as shared premises. A risk assessment is completed to ensure that unauthorised visitors cannot gain access.

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

- On arrival, any visitors to Harpole Pre-school are asked to verify their identity and confirm who they are visiting.
- 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 and asked to leave immediately should their behaviour give cause for concern.

Intruder

An intruder is an individual who has not followed visitor procedures and has no legitimate business to be in the setting; he or she may or may not be a hazard to the setting.

- An individual who appears to have no business at Harpole Pre-school will be asked for their name and purpose for being there.
- The staff member identifies any risk posed by the intruder.
- The staff member ensures the individual follows the procedure for visitors.
- The setting manager is immediately informed of the incident and takes necessary action to safeguard children.
- If there are concerns for the safety of children, staff evacuate 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.
- The designated safeguarding lead informs their designated officer of the situation at the first opportunity.

- In the case of a serious breach where there was a perceived or actual threat to the safety of the children at Harpole Pre-school, the manager/designated person completes '*Confidential safeguarding incident report form*' and copies in their line manager on the day of the incident. The trustees ensure a robust organisational response and ensure that learning is shared.

Further guidance

[Visitors Signing In Record](#) (Alliance Publication)

This policy was adopted by	Harpole Pre-school	<i>(Name of provider)</i>
On		<i>(date)</i>
Date to be reviewed		<i>(date)</i>
Signed on behalf of the provider		
Name of signatory		
Role of signatory		