



Visitor or intruder on the premises

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The safety and security of the premises is maintained at all times and staff are vigilant in areas that pose a risk.

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

- On arrival, their identity and purpose of the visit is confirmed via our Ring video doorbell, whilst our entry ways remain closed.
- Only upon confirmation of their identity, staff will allow access to the setting.
- Staff will ask the visitor to sign in and explain the procedures as detailed on our 'Early Years Visitors Guidelines' located on the reverse of our signing in sheet. All visitors will be asked to sign to confirm that they have read and understood our procedures, including electronic devices and our evacuation processes.
- Visitor's bags and mobile phones must be placed securely in the office.
- 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.
- Individuals who appear to have no business attending the setting will be directed to our management team, prior to being allowed access to the setting, who will use their judgement to identify any potential risk posed.
- Where a legitimate reason for their visit cannot be obtained, access to the setting will not be granted and the intruder guidelines will be followed in association with our lockdown policy and procedures.

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.

- 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 follow lockdown procedures and evacuate everyone to a pre-agreed safe place, as detailed in our Lockdown policy and contact the police immediately. The 'lock down will be managed by the responding emergency service and their guidance will be followed.
- The DSL informs the Chairperson of Trustees 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, the DSL completes a safeguarding incident report form and copies in the chairperson of Trustees on the day of the incident. The Trustees ensure a robust organisational response and ensure that learning is shared.

This policy was adopted by Acorn Playgroup and Pre-school on 01 September 2025