A yellow duck swimming in water

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Safeguarding children, young people and vulnerable adults procedures

**Visitor or intruder on the premises**

The safety and security of the premises is maintained at all times. 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, they are asked to verify their identity if they are unknown to the staff.
* Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation.
* The visitor will be asked to remain in the lobby area and staff member meeting the visitor will be informed of their arrival.
* Visitors (including visiting VIPs) 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 in the setting will be asked for their name and purpose for being there and asked to verify their identity.
* The staff member ensures the individual remains outside until their identity has been verified.
* If identity is verified, the staff member ensures the individual follows the procedure for visitors.
* If identity cannot be verified, the pre-school leader is immediately informed 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 circumstances this could lead to ‘lock-down’ of the setting and will be managed by the responding emergency service (see procedure Terrorist threat/attack and lock-down).
* The pre-school leader/designated safeguarding lead informs their designated safeguarding committee member 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 pre-school leader/designated safeguarding lead completes a Confidential safeguarding incident report form and copies in the designated safeguarding committee member on the day of the incident. The trustees ensure a robust organisational response and ensure that learning is shared.

This procedure was adopted at a meeting of Thames Pre-school Committee