#  Wendens Ambo Pre-School

**6.3 Visitor or intruder on the premises**

The safety and security of the premises is maintained at all time 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, they 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 (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.
* 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 (see procedure 01.21 Terrorist threat/attack and lock-down).
* The designated person 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, the manager/designated person completes 06.1c Confidential safeguarding incident report form) and copies in their line manager on the day of the incident. The owners/trustees/directors ensure a robust organisational response and ensure that learning is shared.

**Further guidance**

Visitors Signing In Record (Alliance 2018)