



## INTRUDER POLICY

An intruder is any person who enters the premises without permission. Some intruders may simply be lost and present no threat to staff or children. Any suspicious intruder must be considered to pose a risk. A member of staff should alert all other staff before challenging any unexpected visitor. They must establish their reason for being there and consider whether they present any danger to staff or children.

All unexpected visitors must be supervised and directed off the premises. Should the supervisor of the day feel there is any danger at all they must ensure that someone contacts the police as soon as possible. Every effort must be made to keep the situation under control and to keep the intruder, staff and children calm.

No attempt should be made to restrain the intruder and if possible children should be evacuated to a place of safety. If the intruder leaves of his/her own accord take note of the appearance and method of transport so that the police can alert other settings to any potential risks.

Details of the incident need to be documented in full. If the intruder is armed you must alert all members of staff and contact police immediately. Give details of the setting and description of the intruder and any weapon involved.

Take whatever action you can to ensure the safety of staff and children and advise emergency services of the action you have taken. Where children and staff are stopped from evacuating the premises which may develop into a hostage situation it is important to remain calm and to reassure both children and adults. Take no action against the intruder and await the arrival of police and hostage negotiators.

