Intruder Emergency Policy and Procedure

Policy statement



(name of provider)

(date)

(date)

There are a variety of emergency situations which require staff to relocate children or remove them from harm's way.

These may include fire chemical or electrical hazards and disasters such as flooding and earthquake.

These will require the evacuation of the premises by implementing the evacuation/fire procedure.

A serious threat from an intruder of a person who could unsettle or endanger the children and staff will require a "lock down" procedure against intruders.

Should the lockdown/intruder procedures need to be actioned:

A senior member of staff will need to deal with the situation to identify the threat posed by the person/situation. **Only if it is safe to do so.**

• It is necessary to have a recognised signal for staff to alert everyone throughout the setting, to be used only in a situation of an immediate danger, such as the presence of an aggressive intruder.

(i.e., making verbal threats causing physical harm or/and has a weapon) The Police must be called.

The signal is a whistle (to be carried by a member of staff)

- Isolate the intruder/threat by locking or barring doors, closing windows, curtains and wedging doors.
- Locate children and adults into a designated safe area.

The designated safe area is The Vestry.

- Maintain a calm atmosphere, engage the children in an appropriate activity or a game, reassuring children as to their own and others safety and well-being.
- Do not allow anyone to move away from the designated safe area during the lock down/intruder procedure under any circumstances until all clear is given.

The incident will be immediately reported to the Supervisor and Chairperson and logged for a full report and investigation, in preparation for subsequently informing OFSTED and children's parents.

This policy was adopted by
On
March 2021
Date to be reviewed
Signed on behalf of the provider

Name of signatory Role of signatory (e.g., chair, director or owner) Helen Butler

Manager

NAM'S APA

Intruder Security Procedures

On arrival of an unknown or unannounced visitor to the childcare provision. Ensure the visitor remains outside the premises. until the visitor procedure can be put into place The visitor is Only if safe to do so. verified and signing approach the visitor in procedure takes If it is clear the ascertain their name place. visitor poses an and nature of their The visitor is safely immediate threat business. accompanied alert the Manager throughout their & staff and Police Where a threat situation arises from an adult already on the Activate the lock premises remove the down signal alerting children to your all the staff. designated safe area Lock/bar doors close and request the adult windows/curtains If the situation escalates into a serious Locate the children threat phone the Police & adults into the designated safe The situation is area maintaining a successfully diffused. calm atmosphere. A full report to be logged informing the Remain in the safe Police, Ofsted, area until all clear Development Manager is given. Parent's etc.