



Intruder Emergency Policy and Procedure

Policy statement

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

Noah's Ark Playgroup

(name of provider)

On

March 2021

(date)

Date to be reviewed

March 2022

(date)

Signed on behalf of the provider

Name of signatory

Helen Butler

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

Manager



Intruder Security Procedures

