



### 1.4

#### 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 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 any visitor to the setting 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 emergency lock down procedure)
- The designated person informs the other designated person 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 at the setting, the manager/designated person completes a Confidential safeguarding incident report form. The trustees/directors ensure a robust organisational response and ensure that learning is shared.

This policy was adopted by

Sunnybank pre-school

Adopted on

01/04/2017

Date reviewed

17/05/2026

Date to be reviewed

May 2027

Signed on behalf of the provider

*Cheryl Day*

Name of signatory

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