



6. Safeguarding Children, Young People and Vulnerable Adults Procedures

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

- Pre-booked visitors will be recorded in the diary. This information is then displayed on the whiteboard for all staff to know who is expected to visit and at what time.
- On arrival, they are asked to verify their identity.
- Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation.
- Visitors will wear a 'visitors' sticker
- 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 "1.12 Terrorist threat/attack and lock-down").
- The designated person informs their designated officer of the situation at the first opportunity.