



## **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 and sign in.
- Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation.
- Visitors 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.