

1.7 ARRIVAL AND DEPARTURE OF CHILDREN AND INTRUDER POLICY

ARRIVAL

1. There is a designated staff member at the door at the beginning and end of each session.
2. Children are welcomed and ticked off on a register sheet as they arrive. The arrival time is also noted on the register. Names of staff, additional helpers and visitors are also included on this sheet.
3. Visitor's identity must be checked and they are asked to fill in the "visitors book". Visitors may be asked to leave if we are not satisfied as to their identity or purpose of visit.
4. Once all children have entered the building the doors are closed and the alarm is put across the door.
5. The designated staff member is responsible for doing a headcount of the children and adults inside the hall. This is manually recorded on a noticeboard visible to everyone.
6. Any changes, late arrivals, early leavers must all be noted, the numbers changed accordingly and the register updated.

DEPARTURE

7. At the end of the session the designated staff member must check the "collection book" to see if a parent has given permission for their child to go home with anyone else.
8. Children are ticked off once their parent/carer arrives. The time of parent/carer arrival is noted as children become the responsibility of parents/carers at this time.

INTRUDERS

- An intruder is an individual who has not followed the established visitor procedure and may or may not be a safety hazard to the setting.
- The Manager should approach an individual (if safe to do so) who appears suspicious or out-of-place, and ask their name and purpose in the setting.
- The Manager must determine if the person poses a safety hazard or just needs to be made aware of the visitors' policy.
- If the Manager believes the visitor poses a threat to safety they must attempt, or ask another member of staff, to phone the police to report the incident.
- If the intruder appears agitated, irrational or refuses to leave the building in a peaceful manner, endeavour to calm the person by talking in a low calm reassuring voice.
- If the police are contacted and the individual leaves or attempts to leave prior to the police arriving, do not attempt to physically detain or restrain the person. Contact the police to inform them that the individual has left the building with any details such as direction and means of transport.
- If the individual stays until police arrive, inform the officers what has happened. Verbally request that the person does not return to the preschool whilst still in the presence of the police.
- Review security immediately.
- Contact management committee.

- Contact hall owners to advise them of the situation.
- Log the incident as soon as possible.

INTRUDER WHO IS ARMED OR OTHERWISE POSES A SAFETY HAZARD

- Alert other staff members by any means possible.
- **Contact the police (999) as soon as possible.**
- When confronting an intruder take another member of staff.
- Attempt to direct the intruder away from areas occupied by the children.
- Use casual conversation or body language to attempt to calm the situation.
- If the intruder refuses to cooperate do not escalate the situation.
- If the intruder shows a weapon assure him/her that it is not necessary to use the weapon.
- Both members of staff should leave when it is safe to do so and return to the main group.
- Back away slowly and leave the area.
- Both of your hands should be up with your palms facing the intruder whilst backing away.
- Once the police arrive provide them with the following information:
 - location of intruder
 - description of intruder
 - any known weapons
 - any statements made by the intruder.
- During this time and if deemed safe to do so, other members of staff can take the children to the “back room”.
- This door and all other exits from this room can be locked using keys found in the staff cupboard.
- All other staff members and official visitors should remain in their designated area/room with the children unless otherwise directed by the police, reassuring and engaging the children as appropriate.
- A thorough investigation will be made of the incident.
- Inform Ofsted and the parents of the incident.

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school..... (Chairperson)

Next Policy Review February 2016