



## **Violence and intruder policy and procedures.**

*This policy will be reviewed on an annual basis*

### **Statement of Intent**

Pippins Pre-School and Nursery believes that the safety of the children and Early Years Educators in our Pre-School and Nursery is of paramount importance. We make every effort to keep Pippins Pre-school and Nursery secure from intruders. Our priority is to maintain the safety of the children in our care as well as protecting early years educators, other visitors e.g. students and Pippins Pre-school and Nurseries environment and equipment.

### **Aim**

The aim of this policy is to inform Early Years Educators and parents/carers of the procedures to take in the event of an intruder being identified on the premises.

### **Methods**

An intruder is an individual in Pippins Pre-School and Nursery who has not followed established visitor procedures and may or may not be a safety hazard to the Pre-School and nursery. This policy provides a means of dealing with either situation.

Any Early Years Educator who observes an individual in Pippins Pre-School and nursery who appears suspicious or out-of-place should approach the individual (if safe to do so), ask their name and purpose in Pippins Pre-School and nursery or alert the Manager or Deputy.

The person approaching the suspicious individual must determine if the person poses a safety hazard or just needs to be made aware of the procedures in place for visiting Pippins.

While determining the status of a visitor, every effort must be made to ensure children in our care are safe, feeling secure where possible, continuing to be engaged in their current activities. If need be, children must be given reassurances as to their own and others safety and well being.

#### **a) Procedure: visitor with legitimate business**

1. Identify the person and determine their purpose or need for being in Pippins Pre-School and Nursery.
2. Escort the person to the office or to the Manager/Deputy and sign them in as a visitor. Ensure they are aware of the visitors procedures in place for visiting Pippins for future reference.
3. Review security to establish how the intruder gained entry and complete an incident form.

#### **b) Procedure: intruder who may pose a safety hazard**

1. Politely greet intruder, identify yourself and ask purpose of the visit to Pippins Pre-School and nursery.
2. Ask a colleague to observe your approach to the intruder.

3. Explain that all visitors must report to the office or to the Manager/Deputy and escort the person to the office to sign in.
4. 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, calming, reassuring voice whilst using a password to alert the police 'Heat zone'.
5. If the police are called 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 the responding officers that the individual has left the building, and if known advise the direction and means of transport. Write or draw a description noting any distinctive features and document what has been said.
6. If the individual stays until the police arrive, inform the officers what has happened that led to the individual being with you so they can establish probable cause for arrest for trespassing. In the presence of the police verbally ask the intruder not to return to Pippins Pre-school and nursery.
7. Review security immediately and log the incident and/or actions.

**c) Procedure: Intruder who is armed or otherwise poses a safety Hazard**


1. Immediately alert all Early Years Educators using the word "Heat Wave".
2. Contact the police immediately to report the incident. Quote location, EX17 3AL. Evacuate the children to the nearest safest place decided by the senior of the room.
3. A physical and clothing description and the weapon(s) involved should be given to the operator and this information should be recorded by the Early Years Educator too.  
Advise the operator what you are doing to ensure the safety of the children and Early Years Educator.  
Remain on the line until the operator advises you to hang up.  
Monitor the location of the intruder until the police arrive.
4. When confronting an intruder, take a colleague with you. Ask a third Early Years Educator who is not involved, to contact the Manager/Deputy and to observe the situation. Determine who will initiate contact with the intruder and who will be the back-up person. Both early years educators should break off contact and leave when it is safe to do so. Attempt to direct the intruder away from areas occupied.

This policy was adopted at a meeting of Pippins Pre-school and Nursery

Held on Wednesday 20<sup>th</sup> October 2021

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chairperson)

  
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 21/10/21  
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 Chairperson  
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