



Violence and intruder policy and procedures.

Statement of Intent

Kidz Star Club believes that the safety of the children and playleaders/playworkers in our club is of paramount importance. We make every effort to keep Kidz Star Club secure from intruders. Our priority is to maintain the safety of the children in our care as well as protecting playleaders/playworkers, other visitors eg students and Kidz Star Clubs environment and equipment.

Aim

The aim of this policy is to inform playleaders, playworkers 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 Kidz Star Club who has not followed the visitors policy and procedures they may or may not be a safety hazard to the club. This policy provides a means of dealing with either situation.

Any playleader/playworker who observes an individual in Kidz Star Club or Landscore who appears suspicious or out-of-place should approach the individual (if safe to do so), ask their name and purpose in Kidz Star Club or Landscore or alert the playleader.

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 Kidz Star Club/Landscore.

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 Kidz Star Club or Landscore
2. Escort the person to the classroom and sign them in as a visitor. Ensure they are aware of the visitors' policy in place for visiting Kidz Star Club 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 Kidz Star Club.

2. Ask a colleague to observe your approach to the intruder.
3. Explain that all visitors must report to the classroom or to the playleader, manager or deputy and escort the person to the classroom 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 Kidz Star Club.
7. Review security immediately and log the incident and/or actions.
8. When confronting an intruder, take a colleague with you - if possible and ask a third person who is not involved, to contact the Manager/Deputy. Both playleaders/ playworkers should leave when it is safe to do so and attempt to direct the intruder away from areas occupied.

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

1. Immediately alert all playleaders/playworkers using the word "Heat Wave".
2. Contact the police immediately to report the incident. Quote location, EX17 3JH. Evacuate the children to the nearest safest place decided by the playleader 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 playleader/ playworker.
Advise the operator what you are doing to ensure the safety of the children and playleader/playworker.
Remain on the line until the operator advises you to hang up.
Monitor the location of the intruder until the police arrive.
4. Never confront an armed or dangerous intruder.

This policy was adopted at a meeting of Pippins Pre-school and nursery
Held on Thursday 22nd October 2020

Signed on behalf of the Management Trustee Directors

Bob Mackery

Role of signatory (e.g. Chairman etc.)

Commenced 2010 - Reviewed 22.10.2020