



INTRUDER AND LOCKDOWN POLICY

At Worstead Preschool the children's safety is of paramount importance. We work hard to provide the highest quality of safety for the children staff and visitors that come to the setting.

This policy has been written to ensure everyone is aware of the procedures that will take place in the event of an intruder. All staff are aware of their roll to keep all children safe as well as maintaining their own safety.

An intruder is a person that has not followed the correct procedures for entering the setting. They may or may not be a hazard to the setting and this policy sets out the means for dealing with either situation. Anyone who approaches the preschool will be asked the purpose of their visit, if safe to do so by a staff member.

The children's staff present will be wearing their blue apron and lanyard with their identification.

Anybody working at the setting will always have their lanyard visible for identification purposes. We are a small setting and anyone who is not supposed to be in the setting will be quickly identified.

We have a ring doorbell with a camera to help us identify anyone at the gate. The gate is locked and always bolted when children are attending the preschool. The main door is always open to allow for free flow play. Children are never left unattended to play as a staff member is always present inside the premisses and inside the outdoor area (outside play area). If the doorbell rings an adult will check the camera first and then go to the gate. The gate is a metal see through gate, so visibility is good. The outside area is fenced by 6ft fencing, so cannot easily be accessed. We have a CCTV camera that is live and records during opening hours and is set to alert and record when the setting is closed.

The main room holds the phone connected to the main line and a work mobile which is to hand, should it be needed for walks and forest school activities, staff mobile phones are kept within their lockers

All staff and volunteers are checked for the relevant DBS.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Children's safety

- Daily registers are kept logging children, staff and volunteers' arrival.
- Visitors book is completed to log any visitors onto the premises.
- Parents/cares are asked for a password for collection. If they are not collecting themselves. Staff will ask the person who is collecting the child what that password is before letting the child go. If they do not know the password but insist, they are there for the child, staff will ring the parents/carers to confirm.
- At least two members of staff are on site when children are present opening and closing.
- All staff are within easy reach and hearing of each other
- Photographs of all staff are displayed in the main room
- Keys to the main gate are kept in the office. The gate is operated by a push button from the inside.
- All staff members are paediatric first aid.
- We carry out regular risk assessments.

A procedure for intruder who may pose a risk or safety hazard

- Greet the intruder politely, identify yourself and ask the purpose of the visit and if they have any relevant identification.
- Ask a member of staff to witness your interaction.
- If there is intentional harm detected staff must remove the children from the outside area immediately. Staff will shout out our personal code word (for the preschool staff only) so all staff are aware that the children must be taken inside.
- A head count of the children will be done immediately to ensure all children are present and safe.
- Minimal noise is encouraged to help keep the children safe.
- Manager will ring the police and then assess the risk. The manager will decide if the children need to be moved to a safer area, for example into the village hall, sensory room or kitchen.
- When it is safe to do so all children's parents / carers will be contacted for collection.
- If the intruder leaves before the police arrive, we will not try to detain them.
- We will Inform Ofsted of the incident with due regard to both data protection and confidentiality policies.

The red book (Emergency information) critical incidents and trauma can be found in the preschool office.

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Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
Date:	1 st September 2026
Date for Review:	31 st August 2027

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