

06 Safeguarding children, young people and vulnerable adults procedures

06.3 Visitor or intruder on the premises

The safety and security of the premises at Barkway Preschool 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

- On arrival, any visitor to Barkway Preschool are asked to verify their identity and confirm who they are visiting.
- Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation.
- Visitors (including visiting VIPs) 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.
- As we are in the Barley Barkway First school Federation building we share some areas of the premises and outside space with the school. All school staff have enhanced DBS checks. When school staff need to come into our area they ensure we are aware of their presence before entering and are always supervised when on site.
- Should any maintenance people from the school need to access our area we are made aware that they are coming and they are brought into our area by a member of school staff and are supervised when present.

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 at Barkway Preschool 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 procedure 01.21 Terrorist threat/attack and lock-down).

- The designated safeguarding lead informs their designated officer of the situation at the first opportunity.
- In the case of a serious breach where there was a perceived or actual threat to the safety of the children at Barkway Preschool the preschool leader/designated person completes 06.1c Confidential safeguarding incident report form. The trustees ensure a robust organisational response and ensure that learning is shared.

Further guidance

[Visitors Signing In Record](#) (Alliance Publication)