**Neatishead and Barton Preschool**

**Intrusion Policy**

The safety of the children is of paramount importance whether inside or outside. A member of staff will always have the pre-school phone with them outside.

**Should a person be seen in the preschool grounds who appears to be unconnected with the preschool, the following actions must be taken:**

1. If an intruder appears in the preschool grounds when the children are **outside** then staff should immediately take the children inside and lock and put the chain on the door. One member of staff will call the Primary School to alert them.
2. If the staff feel the intruder is of high risk (threatening behaviour/possible terrorist) staff will use the phrase ‘THE GAS IS ON’ – this phrase alerts staff to get all the children into the disabled toilet immediately and lock the door. The police will then be called. One member of staff will call the Primary School to alert them.
3. If said person has no business to be on the preschool grounds, the manager **(Nicola Painter)** or deputy manager **(Teresa Chapman)** will politely ask the person to leave, explaining that this is private property. In the first instance, staff will make a judgment as to whether approaching the individual in the first place is a good idea. If they believe this will put them and the children at further risk then all staff and children will go inside without speaking to the person at all.
4. A chronology of timings must be made detailing when the intruder arrived, what time the children were led to the disabled toilet, what time the police were called etc. These points are raised on the “Serious incident” report form which is kept in the office. The rest of the form should be completed by the manager/deputy manager within 24 hours. The Chair of the committee, Early Years Norfolk and OFSTED should be informed within 24 hours.

Staff training will take place as necessary. Safety and security is discussed at regular staff meetings.

Signed on behalf of the Committee

Name of Signatory

Role of Signatory

Date

Date to be reviewed