



## **Child Protection**

### **1.4 Visitor or intruder on the premises**

The safety and security of the premises 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

- 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.

#### **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 in the setting 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 8.19 - 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, the manager/Designated Safeguarding Lead completes a **Confidential Safeguarding Incident Report form** and copies in their line manager on the day of the

incident. The directors ensure a robust organisational response and ensure that learning is shared.

**This policy was reviewed & updated on:** 24/01/24 **and adopted by:** Discovery Vine Ltd

**Date to be reviewed:** January 2025 (or earlier if necessary)

**Signed on behalf of Discovery Vine Ltd:** *Lynda Garbutt*

**Name of signatory:** Lynda Garbutt

**Role of signatory:** Managing Director