



VISITOR AND INTRUDER SECURITY POLICY

Statement of Intent

As part of the day we will have visitors to the Nursery for many reasons ranging from NVQ Assessors to Early Years and Childcare Service Advisors. This policy is in place to ensure the safety of the children as well as the staff remains a priority at all times when visitors are onsite. The nursery believes that the safety of the children and staff in our setting is of paramount importance. We make every effort to keep our setting secure from intruders.

Visitor Procedure

Method:

- Any visitors to the nursery can only gain access via the security-controlled front gates which can only be operated by a member of staff. Visitors must state what the purpose of the visit is or whom they are coming to see and provide identification. This identification should be validated if a member of staff is at all unsure. This should be done by telephoning the department the visitor represents to confirm their visit. It is better to be safe and sure than to be at risk.
- If an unexpected visitor has no suitable reason to be on the premises, they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will then be telephoned immediately.
- **All visitors to the setting will be required to sign in the Visitor Register which is kept at the main entrance, nursery office and to wear, at all times, an official Visitor badge.**

Visitors must also:

- Store their personal belongings safely in the office including and especially, their mobile phone.
- Wear a visitor badge which should be displayed clearly at all times.
- Familiarise themselves with the emergency evacuation procedures displayed near all fire exits. A member of staff will alert the visitor if a fire alarm test is expected.
- Remain clearly visible to a member of staff at all times while they are on the premises.
- At no time should a visitor enter the children's toilets or nappy changing area.



Intruder Procedure

Intruder Alert Keyword:

The nursery uses a discreet keyword system to alert staff in case of an intruder. The keyword is "CACTUS." If any staff member hears this word used in conversation, it signals that an intruder is on the premises, and emergency procedures must be followed immediately.

Method:

An intruder is an individual in the setting who has not followed establishment visitor procedures and may or may not be a safety hazard to the setting.

All staff must prioritize:

- The safety of children in their care.
- Their own safety.
- Protecting the nursery environment.

Procedures for Intruders Posing a Safety Hazard

- Politely greet the intruder, identify yourself, and ask the purpose of their visit, ensuring another staff member is nearby to secure the door and provide support.
- Explain that all visitors must sign in.
- If the intruder becomes agitated or refuses to leave, remain calm and discreetly alert another staff member to call the police.
- Assemble children and staff in a safe area away from windows and doors. Keep children calm and engaged until the police arrive.
- If the intruder leaves before the police arrive, do not attempt to detain them.
- Log the incident in the Incident Record Book and notify the Nursery Director immediately.

Procedures if Intruder is Armed

- Alert all staff and contact the police immediately.
- Divert the intruder away from children if possible, while staying calm.

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English Russian Vishenka Nursery

Academic Year 2024-2025

- Assemble children and staff in a secure area, ensuring windows and doors are locked.
- Provide the police with details of the intruder, including any weapons seen and relevant statements made.
- Inform parents and Ofsted as necessary.
- Review security procedures immediately after the incident.

Outdoors

The risk of an intruder entering the outdoor area is minimal due to the nursery's secure fencing and locked gates. However, in the event of a threat during outside play:

- A staff member near the gate will raise the alarm by shouting "INSIDE, INSIDE".
- Staff will swiftly and calmly lead children back into the nursery building.
- The SENCO/1:1 key person will ensure children with additional needs are safely brought inside.
- The most senior staff member outdoors will sweep the area to ensure no child is left behind.
- Once inside, staff will lock doors, close blinds, and contact the police and Nursery Director

Additional Updates

- Staff are trained on intruder procedures, including the use of the keyword system, during induction and regular safeguarding updates.
- Emergency drills, including intruder response, are conducted periodically to ensure readiness.