



Safeguarding children, young people and vulnerable adults

Procedures

6.3 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. 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, they 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 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.
- Visitors sign out when they leave the premises.

INTRUDER

An intruder is an individual who has not followed visitor procedures and has no legitimate business to be in the setting; they 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.
- In the case of a serious breach where there was a perceived or actual threat to the safety of the children, the manager/designated person completes safeguarding incident report form on the day of the incident. The directors ensure a robust organisational response and ensure that learning is shared.

This policy was updated on 25th July 2025 by Susannah Townley, Manager.

This policy is due to be reviewed on 25th July 2026