Little Monsters Day Nursery

Intruder / Security Policy

1. Policy Statement

Little Monsters Day Nursery is committed to maintaining a safe and secure environment for children, staff, parents, and visitors. All adults on the premises must be authorised, and unauthorised intruders are not permitted. This policy sets out the procedures to follow in the event of a potential intruder.

2. Aims

- To ensure the safety and welfare of children, staff, and visitors at all times.
- To prevent unauthorised access to the premises.
- To provide clear guidance for staff in identifying and responding to intruders.
- To minimise risk and maintain calm, controlled responses in emergency situations.

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3. Responsibilities

- **Manager / Designated Lead:**
  - Responsible for overall security and staff training.
  - Ensures procedures are followed and reviewed regularly.
- **All Staff:**
  - Follow intruder procedures immediately.
  - Challenge unknown persons appropriately, without putting themselves or children at risk.
  - Supervise and protect children.

4. Identification of Intruders

- Staff must challenge any unknown person on the premises.
- Visitors must always sign in and wear identification badges.
- Staff should be alert to unusual or suspicious behaviour.

5. Access Control

- All doors and gates are kept locked when children are present.
- Entry is granted only to authorised staff, parents, or approved visitors.
- Emergency exits are never propped open unless during evacuation drills.
- Personal possessions of staff and visitors are securely stored.

6. Procedures if an Intruder is Identified

6.1 Immediate Response

1. Stay calm and ensure the safety of children first.
2. Alert other staff members and the Manager immediately.
3. Keep children together in a safe area, preferably away from the intruder.
4. Do not physically confront the intruder unless it is necessary to protect a child.

6.2 Communication

- Contact emergency services (999) if the intruder poses a threat.
- Inform the proprietor/Manager.
- Use internal communication systems to alert staff without causing panic.

6.3 Evacuation / Lockdown

- If instructed, follow the nursery lockdown procedure:
  - Lock all doors and windows.
  - Keep children and staff out of sight.
  - Remain quiet and calm until police or authorised personnel arrive.
- If evacuation is safer than lockdown, follow the Fire Evacuation plan.

6.4 After the Incident

- Record the incident in the **Incident Log**, including:
  - Date and time
  - Description of intruder and behaviour
  - Actions taken by staff
  - Any police involvement or outcomes
- Review the incident and update risk assessments or procedures as necessary.
- Support children and staff affected by the incident.

7. Staff Training

- All staff receive training in intruder awareness, lockdown procedures, and safeguarding.
- Training is included in staff induction and updated annually.
- Emergency contact numbers are clearly displayed and accessible.

8. Prevention and Risk Assessment

- Regular checks of locks, doors, gates, and security systems.
- Risk assessments reviewed regularly, including entry and exit points.
- Visitors must always be accompanied while on the premises.

- Staff are vigilant and report any maintenance or security concerns immediately.

9. Legal Framework

- Health and Safety at Work Act 1974
- Children Act 1989 & 2004
- EYFS Statutory Framework (Safeguarding & Welfare Requirements)
- Human Rights Act 1998

10. Policy Review

- This policy is reviewed annually or following any security incident.
- Amendments are communicated to all staff and incorporated into training.

11. Policy Adoption

Nursery: Little Monsters Day Nursery

Date Adopted:

Signed: _____

Role: Manager