



Chelmer Village Hall, Chelmer Village Square, Chelmsford, Essex CM2 6RF  
Telephone: 07901 886488  
Registered Charity No. 1054083

## 6.03 Visitor or intruder on the premises

The safety and security of the premises at Rainbow Pre-school 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
- On arrival, any visitor to Rainbow Pre-school is 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 (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 at Rainbow Pre-school 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 **1.17 Emergency evacuation and attack and lock-down**).
- The DSL informs their DO 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 at Rainbow Pre-school, the manager/DSL completes **Confidential Safeguarding Incident report form** and copies in their line manager on the day of the

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

### **Further guidance**

[Visitors Signing In Record](#) (Alliance Publication)