



Intruder Policy and Procedure

Updated September 2024

The purpose of this Intruder Policy is to outline procedures for ensuring the safety and security of children, staff, and visitors at Briar Dene Childcare in the event of an intruder entering the premises. The nursery is committed to creating a safe and secure environment for all, and this policy aims to minimize the risk posed by unauthorized or uninvited individuals.

Briar Dene Childcare is dedicated to ensuring the safety and security of all children, staff, and visitors. We will take all necessary steps to prevent unauthorized access to the premises and have established clear procedures in the event of an intruder being detected. Preventive measures will be in place to reduce the likelihood of an intruder gaining access to the premises. The nursery will provide appropriate staff training, maintain secure access points, and regularly review security practices to ensure a safe environment.

Access Control Procedures:

Controlled Access Points:

- The nursery will have a controlled and monitored entry point where all visitors must sign in and out. This entry point is at the front gate of the building, under an outdoor pavilion. Staff will ensure that only authorized individuals have access to the nursery, including parents, guardians, and designated visitors.
- All doors leading to and from the nursery will be kept locked when not in use to prevent unauthorized access. These include two locked doors to enter the building, a locked fire exit, and locked doors leading to the outdoor area. Only staff with keys will have access to these doors.

Visitor Sign-In Procedure:

- All visitors must sign in upon arrival at the nursery. A visitor's badge will be issued, and they will be escorted by staff while on the premises.
- Any visitor who is not expected or does not have a valid reason to be at the nursery will be questioned by a staff member, and security procedures will be followed as needed.

Identification and Verification:

Staff members will ensure that any individuals who arrive to collect children are properly identified and authorized by the parents or guardians. If a staff member is unsure about an individual's identity or authorization, the child will not be released until confirmation is obtained.

Staff Training and Awareness:

Intruder Awareness Training:

All staff members will be trained to identify and respond to potential threats from intruders. This training will include:

- Recognizing suspicious behaviour or individuals
- Procedures for contacting authorities if necessary
- Steps to take if an intruder is detected on the premises
- How to keep children safe and secure in case of an intruder
- Regular drills to practice procedures and ensure staff readiness

Response Protocol for Staff:

In the event of an intruder, staff will:

- Stay calm and immediately alert other staff members.
- Secure the children by moving them to a safe, locked room or designated safe area away from the intruder.
- Call emergency services immediately to report the intruder and provide clear details about the situation.
- Follow the instructions of emergency services until they arrive on the scene.

Intruder Response Protocol:

Immediate Actions Upon Discovery of an Intruder:

- If an intruder is identified within the premises, the following actions should be taken immediately:
 1. **Alert Staff:** The staff member who identifies the intruder will alert the other staff members using a pre-established code word or alarm.
 2. **Secure the Children:** Staff will quickly move the children to a safe area ensuring they remain out of sight of the intruder.
 3. **Lock and Secure Doors:** Ensure all exterior and interior doors are locked to prevent the intruder from gaining access to further areas of the nursery.
 4. **Contact Authorities:** Call 999 immediately to report the intruder, providing specific information about the situation, including location, number of children and staff, and any details about the intruder's appearance and behaviour.

Evacuation Procedures (If required):

If an evacuation is necessary, staff will follow the established evacuation procedure to ensure children are safely moved to an outside location away from the building. Emergency evacuation routes and assembly points will be communicated to all staff and practiced regularly.

Communication with Parents:

Once the immediate threat has been neutralized, the nursery will notify parents of the situation, ensuring they are aware of the safety of their children. Parents will be informed about the actions taken, and further steps will be discussed, such as child pick-up or temporary closure if necessary.

Security Equipment:

CCTV:

The nursery will maintain CCTV surveillance at key entry points. These cameras will monitor and record activity to deter unauthorized access and provide a record in the event of a security breach.

Access Control Systems:

An electronic access control system may be used for entry into the nursery building. This system will restrict access to authorized personnel only, and staff will ensure that doors always remain secure.

Review and Evaluation:

Regular Drills:

The nursery will conduct regular drills, simulating intruder situations, so that staff are familiar with the procedures and can act quickly and effectively. These drills will be evaluated to identify any improvements or changes that can be made to the policy and procedures.

Policy Review:

This Intruder Policy will be reviewed annually or after any significant incident to ensure that it remains up to date and effective. The review will involve input from staff, security experts, and local authorities to address any emerging threats or changes in best practices.

This Intruder Policy is designed to protect the safety and security of the children, staff, and visitors at the nursery. By implementing strict access controls, clear response protocols, staff training, and the use of security equipment, the nursery aims to prevent and respond effectively to any intruder threats. Our priority is to ensure a safe, secure, and nurturing environment for all individuals. This policy ensures that the nursery is prepared for the possibility of an intruder and has a clear, systematic response to protect everyone in the nursery. The emphasis on prevention, training, and preparedness is key to maintaining a safe environment.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		