



## **Intruder Policy**

In the unlikely event of an intruder on the premises then the following policy and procedure must be adhered to.

### **Internal Evacuation/Lock down Procedure**

Should a member of staff notice an unauthorised person on the premises then the staff member must decide whether it is safe to approach that person. The person may simply be lost. However that person may also be a threat to the children and staff. If the staff member can see that the unauthorised person is carrying a threatening weapon then the procedure is different. The staff member also has to decide what is best for the children. Are the children outside at the same as the authorised person for example.

The following are examples but this cannot be an exhaustive list due to the random possibilities that an unauthorised person may decide to undertake.

If the person doesn't seem to be a threat the staff member may choose to approach the person with care and ask them to identify themselves. Remaining calm and polite. If the person refuses to identify themselves then the lockdown procedure should be followed.

If the person seems threatening in any way and it is safe to do so, the children should be taken inside and the lockdown procedure should be followed.

If you are unable to get the children in to the classroom, entry to the building should be gained via a different classroom and ideally through into the EYFS playground. If the unauthorised person is in the outdoor space, the primary school side of the fence and you are unable to get to the classroom then you should proceed to exit the grounds via the car park exit. Swiftly making your way to the red building main door into the main hall.

If you are within the classroom and if the unauthorised person is clearly seen with a threatening weapon, then immediately follow the lockdown procedure.

If you hear an alarm (different to fire), this is the signal that there is an internal evacuation and that the lockdown procedure must commence without delay.

### **Lockdown Procedure**

The lockdown procedure should be followed on hearing the alarm or from being alerted by another member of staff there is threat using the key word 'sausages'.

*N.B. If you are the member of staff that needs to initiate the lockdown procedure, you will do so by calling the office on 200 from the internal phone.*

The manager or deputy must ensure that the external door and all low-level windows are closed and locked. The staff member assigned to afternoon nappies on the rota is responsible for ensuring all children and adults are in from the garden and double check that all children leave the classroom including the toilets. They must be the last person to leave the classroom. The manager/deputy will collect the register and mobile phone and emergency bag then check the number of the totals board. A headcount of children and adults should be conducted by the manager before exiting the classroom.

Quickly and calmly, the children should be escorted into the main red building hall. If necessary, the manager/deputy whilst on route to the hall will notify the school office and any other teachers that they see on the way of the need for the lockdown procedure to be followed. While in the hall, the manager will take the register to ensure all children and staff are present. The children will be kept seated and away from any external windows and doors. Once in the school hall, the register has been taken and everyone is accounted for, the Riverside Primary Schools internal evacuation policy will be followed.

We will remain in the hall until the all clear is given by either the Head Teacher, Deputy Head or the authorities if necessary.

While in lockdown, staff members must not speak to or have any contact with any parents/carers and ensure that any calls from the press are not answered.

### **After The Event**

Parents will be notified by the preschool of the incident. The children are likely to be upset and worried as well as the parents. It is essential that staff members and adults stay calm, reassure the children and support all involved appropriately.

There may be different procedures to follow after the event, and the authorities involved will advise of the next procedure at the time.

### **Drills**

Regular internal lockdown drills are conducted by Riverside Primary School, where the above procedure is practised which the preschool will be included in.

This policy was adopted at a meeting of ...The Hullbridge Preschool..... (name of setting)

Held on ..... (date)

Date to be reviewed ..... date

Signed by .....

Name of Signatory .....

Role of Signatory (ie manager) ...Manager.....

N.B. This policy is reviewed by the business manager of Riverside Primary School.