

Intruder Policy

The safety of our children is of paramount importance. We make every effort to keep our nurseries secure. It is our aim to ensure that each of our children is cared for and is safe at all times.

The purpose of this policy is to inform staff and parents/carers of the procedures we take in the event of an intruder being identified on the premises. All staff are aware that it is their priority to maintain the safety of all children in their care as well as their own safety.

An intruder is an individual in the nursery who has not followed our established visitor procedures and may or may not be a safety hazard to the nursery. This policy provides a means of dealing with either situation.

Procedure

All visitors must follow the nursery visitor procedures, including signing in, presenting identification where required, and remaining accompanied when appropriate.

1. Any member of staff who observes an individual in the nursery, who appears suspicious, or out of place, should (if safe to do so) approach the individual, ask for their name, ID, and purpose of being in the nursery. The member of staff should always alert the manager or deputy manager for assistance with this. The member of staff needs to determine if the individual poses any kind of threat/safety hazard.
2. Whilst determining the status of the visitor, every effort must be made to ensure the children in our care are safe, feeling secure and where possible, continuing to be engaged in current activities.
3. If the individual becomes agitated and refuses to leave the building peacefully, we will endeavour to calm the person whilst trying to gain the attention of a staff member to call the police.
4. If the intruder/individual persists, the nursery code word may be used to alert staff to gather children and make each room secure so the intruder cannot get into any rooms that are occupied by children. Once the room is locked down an immediate headcount will take place to ensure all children are present and safe. The nursery rooms will remain in lockdown until the police arrive.
5. If the person leaves before police arrive, we will not attempt to detain them.
6. If the person does not leave before police arrive, explain to the officers what has happened, so they can deal with the intruder and find a cause for arrest.
7. A detailed written incident report will be completed, including actions taken, staff involved, police reference numbers where applicable, outcomes, lessons learned, and any changes required to security arrangements or risk assessments.
8. Following any intruder incident, the Designated Safeguarding Lead (DSL) will assess whether any safeguarding concerns have arisen and make referrals to external agencies where necessary.



In the event that an intruder is armed

1. All staff will be alerted (by using the code word) and the police will be contacted (999) immediately.
2. Staff will remain as calm as possible diverting the children as far away from the intruder as possible. Staff will move children as quickly and as calmly as possible to not distress the children. The register and a telephone will be taken with them and they will stay there until the police arrive.
3. If the intruder shows a weapon, staff will remain calm and will not attempt to disarm the intruder.
4. When confronting an intruder, the member of staff dealing with them should have another member of staff present. Both staff members should break off contact and leave when it is safe to do so. Use casual conversation or body language to calmly direct the situation.
5. Once the police arrive, make them aware of the situation, inform the officers of the location of the intruder and a description of the weapon which may have been seen, description of the intruder and any other relevant information.
6. Staff and children will remain where they are unless directed otherwise by the police, reassuring and engaging children as appropriate.
7. Once the incident is over, parents/carers will be informed as soon as practicable.
8. A thorough incident investigation will be carried out and a report will be made by all staff involved.

Following an intruder incident, the nursery manager and DSL will determine whether the incident constitutes a significant event, safeguarding concern, or allegation requiring notification to Ofsted, the local authority, police, or other relevant agencies in accordance with EYFS requirements.

Post-Incident Support

After any lockdown or intruder incident, children and staff will be supported appropriately. Managers will assess whether any children, families or staff require additional reassurance, wellbeing support or safeguarding follow-up.

This policy complies with the requirements of the Early Years Foundation Stage (EYFS) Statutory Framework effective from 1 September 2026.

Date policy last reviewed/updated	25 th August 2026	Reviewed by	Terri Noone- Interim Regional Nursery Manager Charlie Walton – Nursery Manager Jodie Richards – Nursery Manager
Date of next review/update	August 2027		

