



## Emergency intruder policy

At Rising Stars, the safety of the children in our care is paramount. At no point should anyone who is unidentified be granted access to the setting. Parents, carers and visitors are not required to open the door under any circumstances. All staff are required to follow the following procedure.

If a person comes to the door and you do not recognise them, you will immediately ask them to identify themselves and politely ask them what their purpose is for arriving. If the person cannot identify themselves then you must not grant them access to the setting. The member of staff should politely explain why the visitor is not allowed into the setting. A member of management would likely be attending the door but if another member of staff is at the door, they should immediately alert a member of management of the situation.

If the individual becomes agitated and forces entry into the building or you ever noticed an unidentified person in the building you must immediately use the intruder signal to calmly alert other members of staff, so that staff can begin to take all children to the Apple room and follow the fire evacuation procedures to ensure the children's safety. If the intruder is in the Apple room, you would signal to the other staff and calmly take the children out of the nearest fire exit. The emergency evacuation bag will be taken if it is possible to gain access to it. The police should be immediately alerted if there is an intruder by a member of staff.

The member of staff who attended the door to the intruder should attempt to stay with the intruder until the police arrive. A second member of staff should stay with the intruder where possible so that there is a witness and so staff feel safer. If the intruder has a weapon, the staff member with them should attempt to keep them calm and inform the intruder that they do not need to use their weapon. Staff will not attempt to disarm the intruder.

If the intruder leaves before the police arrive, no attempt to detain them will be made. If the intruder is still there when the police arrive, you should explain to the officers what has happened and answer any questions you can in full detail. Staff and children who evacuated the building should remain where they are until directed by the police that it is safe to re-enter the building. Once the incident is over, all children's parents will be called and made aware of what has happened. In any situation where there is an intruder, this will be thoroughly investigated, and statements taken from all staff that were involved.

Ofsted would be informed of the situation.