Fledglings Day Nursery

# On-site Visitors Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

1. **Introduction**

It is rare nowadays for there to be serious concerns about the security of a school/setting. Arrangements for visitors to the school/setting are generally robust, understood and applied by all staff and parents/carers.

Headteachers/managers, supported by all staff, need to ensure that safeguarding arrangements are implemented with rigour and to exacting standards.

Careful attention should be paid to the physical environment and how space could be accessed by an intruder, ensuring that there is no possibility of access so that children’s safety and wellbeing is protected.

1. **Aims and objectives**

The aim of this policy is to ensure staff understand that all visitors must be appropriately vetted and unauthorised visitors are not admitted.

The objective of this policy is to ensure that all staff understand and consistently implement the required procedures regarding visitors to the site.

1. **On-site visitors**

We seek to maintain the highest possible security of our premises to ensure that our children are cared for safely at all times. All visitors, including those in an official capacity, will sign the visitors’ book and wear a visitors badge provided by the school/setting.

**3.1** The entrance to the school/setting will be supervised at all times. The doorbell will need to be rung by anyone wishing to enter and all visitors are asked for identification and must sign in/out the visitor’s book before being allowed to enter/exit the school/setting.

**3.2** Visitors in an official capacity (e.g. ISI Inspectors or Local Authority Consultants) will be requested to show their identification, including their badge. Such visitors will be made aware of any safety and cultural issues they need to be alert to.

**3.3** We have fitted number coded locks/fob locks to all of the entrances to the school/setting and these remain locked at all times.

**3.4** At busy times, a member of staff will greet parents/carers at the main entrance when they arrive and depart.

**3.5** We have signs on the doors around the setting reminding staff, parents/carers and visitors that the entrance doors to the provision must be kept locked.

**3.6** The doors/gates into the gardens/outdoor area can only be opened from the inside allowing children access into a secure outdoor area.

**3.7** Children will only be allowed to go home with the named person on their registration document, unless prior notification is given from a parent/carer and identification must be shown when the person arrives before we allow the child to leave. If staff cannot identify a person coming to collect a child, the child’s parents/carer will be contacted for clarification.

1. **Procedures for dealing intruders posing a safety hazard**

Staff are required to adhere to the following procedures:

* politely greet the intruder, identify yourself and ask the purpose of their visit;
* have a member of staff close by to secure the door and for support if needed;
* explain that all visitors must sign in.

**4.1** If the intruder becomes agitated and refuses to leave the building peacefully, staff will endeavour to calm the person whilst trying to gain the attention of other staff members to call the police.

**4.2** If the intruder persists, the children and staff will assemble together in a suitable space/room away from entry points. A telephone will be taken with them and they will stay there until the police arrive and deal with the situation.

**4.3** If the intruder attempts to leave before the police arrive we will not attempt to detain them.

**4.4** If the intruder does not leave before the police arrive, we will explain to the officers what has happened so that they can deal with the situation. We will log the incident and review the security measures in place.

**5 Dealing with armed intruders**

Where an intruder manages to enter the premises, and is seen or thought to be armed, all staff will be alerted and the police contacted immediately. Staff will follow the procedures below:

* Remain calm and divert the intruder as far away from the children as possible.
* Assemble children and adults together in the safest space/room, away from the windows and doors, and stay there until the police arrive.
* If the intruder displays a weapon staff will try to remain calm and not attempt to disarm them. They will reassure the intruder that it is not necessary for them to use the weapon.
* Once the police arrive, staff will make them aware of where the intruder is and any weapon they may have seen. Staff will attempt to describe the intruder and report anything relevant the intruder may have said.
* All staff and children will remain where they are until the incident has ended/concluded unless otherwise directed by the police.
* Incidents will be recorded and security procedures reviewed and updated.

**6 Monitoring and review**

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**