

Unauthorised Intruder/Entry Policy

Policy statement

At Rudgwick Pre-School we ensure our premises present no risk of an Unauthorised Intruder/Entry by ensuring the highest possible standard of safety precautions. The Supervisor and staff are familiar with the current legal requirements, and procedures are consistently followed to prevent unauthorised entry and ensure the safety of all children, visitors and staff while on the premises.

Procedures

- The basis of Unauthorised Intruder/Entry is Risk Assessment. These are carried out by a 'competent person'.
- The Health and Safety Officer is Anne Heathcock, supported by Louise Louca.

In the event of a major emergency such as Unauthorised Intruder, arrangements have been made so that the children and staff will go to a safe location. Pre-school staff will contact parents or emergency contacts to collect the children from the safe location.

Our Safe Location is: Rudgwick Primary School, Tates Way, Rudgwick

Unauthorised Intruder/Entry procedure

- 1a. As per normal door opening policy, ensure no children have followed you into the foyer, look through glass first, then open the door and ask for I.D which should be verified with the Supervisor or other member of staff if in any doubt. If necessary, make phone calls to verify the person, while they wait outside behind the locked door/beyond the gate.
- 1b. Any person approaching the garden will be checked in the same rigorous manner.
2. DO NOT answer any questions or confirm any details regarding attendance of any child.
3. If the person at the door is determined to gain unauthorised access to the building, close and lock the main door while making other staff aware of the situation. If the person is at the gate, then children will be hurried inside immediately and the doors secured.
4. Staff should gather all children into the registration room (checking toilet and garden areas). At the same time Supervisor or Deputy to collect phones, lap top and children's registration files.
5. Staff should ensure all other entry points are secure, locking the garden door/ fire exit and ensuring all windows are shut.
7. Telephone the emergency services (Police) and inform them of the situation and that children are involved and in possible danger.



8. Contact Pre-school committee members to help liaise with the emergency services and parents/ carers and send out an e-mail/Facebook message to read – *“Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the ‘all clear’. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the meantime, we need to keep our telephone line clear and would appreciate your co-operation in not calling unless it is absolutely vital you speak you us”.*

9. If it is thought necessary (and safe to do so), the children will be taken to the safe location: Rudgwick Primary School, Tates Way, Rudgwick.

We hope never to put the major incident plan in force, but we feel you should be reassured that the safety of your child is our first priority.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted at a meeting of

Rudgwick Pre-School

Held on

19th May 2026

Date to be reviewed

19th May 2028

Signed on behalf of the management committee

Laura Thornber

Name of signatory

Laura Thornber

Role of signatory

Chairperson