



## Visitors and Intruders policy

The following policy is in place to ensure the safety of our children, staff and for yourself as a visitor at our setting.

- You will be asked to sign in and out on our visitors sheet and if applicable you will be asked to provide your DBS number.
- If you are not known to us then we will need to see a form of id before you will be invited into the premises.
- Visitors will not be permitted to use a mobile phone whilst on our premises. That also includes smart watches or anything on which a picture can be taken.
- Your bags and belongings must be kept out of reach on the adult pegs in the hallway. If you have any medication or tools on you please ensure they are safely away and out of reach.
- In case of a fire or emergency please follow the directions given by the Manager/ staff on site and we will evacuate from either of the fire exits and meet outside the church.
- You will be escorted at all times on the premises.
- You are not permitted to use or enter the children's toilet under any circumstances. We may at times ask you to wait in the foyer too whilst this area is in use.

During the hours of 7am to 5pm Monday to Friday, Little Gulls and Buoys have sole charge of the community hall, and all visitors are expected to ring the door bell and wait to be greeted by a member of staff. All internal doors that lead to the outside of the building or attached rooms are locked by a key. These doors are checked that they are securely locked at the beginning and end of the day by the settings' manager. We hold an up to date Keyholders list which is reviewed twice a year in partnership with the church. All Keyholders have been provided with a copy of our safeguarding policy and have signed to say they agree with the stipulations indicated when we are occupying the community hall. All keys provided are unable to be copied without written permission from the church.

In the unlikely event that an intruder enters the building, the pre-school manager will quickly greet them and ask the person to return to the foyer whilst it is established who they are and why they are in the building. If it is not known why they are on the premises, they will be asked to leave in a calm professional manner.

If the situation becomes unsafe and the intruder will not leave, the manager will instruct the remaining members of staff to take the children to a safe space in or outside the building, and the Police will be contacted immediately. Staff will not intervene if the situation deems unsafe to do so.