



Meadow Drive, Horringer, Suffolk, IP29 5SB
Tel: 01284 735181 E: manager@horringerpreschool.co.uk
Charity: 1164658

Intruder Policy

Procedures for:

Intruders posing a safety hazard

- Politely greet the intruder, identify yourself and ask the purpose of their visit. Having a member of staff close by to secure the door and for support if needed.
- If the intruder becomes agitated and refuses to leave the building or grounds peacefully endeavour to calm the person whilst trying to gain the attention of your staff member (using code words to call the police.
- If the caller persists, the children and staff will be assembled inside together in the book corner, all blinds put down so windows are covered and will be distracted by staff, register and a telephone will be taken with them, and they will stay there until the police will arrive.
- A member of staff must call the primary school to let them know there is an intruder on site and that if safe, the children will move through the garden area and into the Primary School Building. A phone and all contact details must be taken with you.
- If the person leaves before the police arrive do not attempt to detain them.
- If the person does not leave before the police arrive. Explain to the officers what has happened, so they can deal with the intruder and find a cause for arrest.
- Remember to log the incident and review security measures.



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Procedure if:

Intruder is armed

- All staff will be alerted and the police and primary school contacted immediately.
- Try to remain calm diverting the intruder as far away from the children as possible.
- The children and staff will assemble together in the book corner covering windows and doors and will be distracted by staff, register and telephone will be taken with them, and they will stay there until the police will arrive.
- If the intruder shows a weapon try to remain calm do not try to disarm them, reassure them that it is not necessary for them to use it.
- Once the police arrive, make them aware of where the intruder is and any weapon you may have seen describing the intruder and reporting anything relevant the intruder may have said.
- All staff and children should remain where they are unless directed otherwise by the police.
- Incidents should be recorded and security procedure reviewed and updated.



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