

MARLOW OPPORTUNITY PLAYGROUP

06 Safeguarding children, young people and vulnerable adults procedures

06.3 Visitor or intruder on the premises

The safety and security of the premises at Marlow Opportunity Playgroup is maintained at all times and staff are vigilant in areas that pose a risk, such as shared premises. A risk assessment is completed to ensure that unauthorised visitors cannot gain access.

Visitors with legitimate business - generally a will have made a prior appointment

- On arrival, any visitors to Marlow Opportunity Playgroup are asked to verify their identity and confirm who they are visiting.
- Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation.
- Visitors (including visiting VIPs) are never left alone with the children at any time.
- Visitors to the setting are monitored and asked to leave immediately should their behaviour give cause for concern.

Intruder

An intruder is an individual who has not followed visitor procedures and has no legitimate business to be in the setting; he or she may or may not be a hazard to the setting.

- An individual who appears to have no business at Marlow Opportunity Playgroup will be asked for their name and purpose for being there.
- The staff member identifies any risk posed by the intruder.
- The staff member ensures the individual follows the procedure for visitors.
- The setting manager is immediately informed of the incident and takes necessary action to safeguard children.
- If there are concerns for the safety of children, staff evacuate them to a safe place in the building and contact police. In some circumstance this could lead to 'lock-down' of the setting and will be managed by the responding emergency service (see procedure 01.21 Terrorist threat/attack and lock-down).
- The designated safeguarding lead informs their designated committee member of the situation at the first opportunity.
- In the case of a serious breach where there was a perceived or actual threat to the safety of the children at Marlow Opportunity Playgroup, the manager/designated person completes 06.1c

Confidential safeguarding incident report form) and copies in their line manager on the day of the incident. The trustees ensure a robust organisational response and ensure that learning is shared.

Further guidance

[Visitors Signing In Record](#) (Alliance Publication)