Intruder Policy

If a member of staff notices a person not familiar to the Pre-school,

the Pre-school staff will:-

* Deputy/Manager will approach the person and ask who he is and why he is on the Pre-school premises
* If the person does not answer or becomes aggressive in any way, other members of staff will direct the children away from the situation
* If the situation then becomes violent with the person, staff will lead the children into the main school
* The manager or deputy will ask the person to leave the premises politely
* If the person does not leave the premises the intruder will be told the police will be called
* One member of staff will contact the police
* The school care taker will also be notified
* Once the police have arrived staff will hand over
* If the unknown person is genially lost they will be directed to the main door

Little Acorns main door is kept locked at all times. A bell is used to alert any persons wishing to enter the building. It is possible for a person to walk around to the back of the Pre-school to the outside area. The outside area is an enclosed space which has a secure gate. When children are at outside play staff members are always present.

Al information will be logged.