

**Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.**

**Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.**

## **HOOK VILLAGE NURSERY Unauthorised Intruder/Entry Policy 2025**

### **Policy statement**

We ensure our premises present no risk of an Unauthorised Intruder/Entry by ensuring the highest possible standard of safety precautions. The person in charge 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.

### **EYFS Key Themes and Commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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### **Characteristics of Effective Learning**

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
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### **Procedures**

The basis of Unauthorised Intruder/Entry is Risk Assessment. These are carried out by a 'competent person'.

The Health and Safety Officer is Melanie Copage.

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. Nursery staff will contact parents or emergency contacts to collect the children from a safe location.

Safe Locations: Hook Community Centre – Hook Parish Council Offices

Hook Infant School

### **Unauthorised Intruder/Entry procedure**

1. As per normal door opening policy, look through the window first, then Open the first door leaving the main door to the Nursery secure. I.D should be asked for and verified with Manager or other member of staff. If necessary make phone calls to verify the person, while they wait outside behind the locked door.

2. DO NOT answer any questions or confirm any details, e.g. our times of opening or closing, attendance of any child, parent or staff member.
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.
4. Staff should gather all children into the main room (checking toilet and garden areas) seating them on the carpet area. If possible make sure the children are not visible through the windows.
5. Staff should ensure all other entry points are secure, locking the garden doors.
6. When all staff and children are assembled in the main room, that door should be locked as well. Create barricades if needed.
7. Telephone the emergency services (Police) and inform them of the situation and that children are involved and in possible danger.
8. Contact Nursery committee members to help liaise with the emergency services and parents or carers.
9. If it is thought necessary, the children will be taken to a safe location: Hook Parish Council Offices or Hook Infant School, if it safe to do so.

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)

Signed on behalf of Hook Village Nursery	Chairperson
	Manager

December 2016

Adopted Reviewed May 2025