

Safeguarding children, young people and vulnerable adult’s procedures

**Visitor or intruder on the premises**

**To be read alongside the child protection and safeguarding policy.**

The safety and security of the premises at Frimley Green Pre-School is maintained at all time 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 visitor will have made a prior appointment

* On arrival, any visitors are asked to verify their identity and confirm who they are visiting. Expected visitor details will be recorded in the pre-school diary.
* If we have not been informed by the Community Centre about expected visitors e.g. contractors, the visitor should be left outside the locked front door until the supervisor/ deputy/ most senior staff member has contacted the chairperson of the community centre.
* Staff will ask visitors 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.
* Contractors working on community centre business or other shared premises users are informed about the importance of keeping the front door locked. A sign is displayed by the front door.
* Staff remain vigilant.

**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 in Frimley Green Pre-School 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 supervisor or deputy 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
* The designated safeguarding lead informs the supervisor 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 Frimley Green Pre-School, the designated safeguarding lead or most senior member of staff (usually the supervisor) completes a Confidential safeguarding incident report form and informs the chairperson on the day of the incident. The committee ensure a robust organisational response and ensure that learning is shared.

Shared premises

On occasion, the bar area of the building may be occupied by other pre-booked hall users.

Under these circumstances the guests are informed by the community centre that the ladies’ toilets are to be used by the pre-school only. A sign is displayed on the toilet door as a reminder.

Our children are always accompanied when leaving the hall for the toilet.

The door between the hall and the corridor is always locked.

The guests are reminded to keep the front door locked.

The supervisor keeps the community centre chairperson updated about potential issues relating to the sharing of premises.

[Visitors Signing In Record](https://central.eyalliance.org.uk/ilp/pages/description.jsf?menuId=1106#/users/@self/catalogues/1700/courses/132868/description) (Kept in supervisor unit)

This policy was reviewed and updated on 2nd September 2025.