

140 Morley Hill
Enfield
EN2 0BG

Tel: 0208 482 3881
Mobile: 07801557009
Email: ginasmontessori@hotmail.co.uk

Gina's Montessori Nursery School

Intruders Policy

Intruder policy

Gina's Montessori Nursery School believes that the safety of the children and staff in our care is of paramount importance. We make every effort to keep our nursery secure from intruders.

The aim of this policy is to inform staff, parents/carers and visitors of the procedures to take in the event of an intruder being identified on the premises.

Visitors must identify who they are and what their business is before they can gain access.

Intruder who may pose a safety hazard:

DO NOT LET THE INTRUDER ENTER THE BUILDING UNDER ANY CIRCUMSTANCES

After identifying that the person in question does not have a legitimate reason to be on the premises the Manager (or Deputy in her absence), must politely ask the intruder to leave. If the intruder leaves inform the police giving an accurate description.

If the intruder appears agitated, irrational or refuses to leave in a peaceful manner ask a colleague to telephone the police and inform them we have an intruder on site who refuses to leave.

DO NOT ATTEMPT TO PHYSICALLY DETAIN OR RESTRAIN THE PERSON EVEN IF THEY ATTEMPT TO LEAVE BEFORE THE POLICE ARRIVE.

Simply inform the police the intruder has left when they arrive and the direction the intruder left in. Try to give an accurate description as possible of the intruder.