

INTRUDER POLICY

Purpose:

The safety and security of the children, staff, and visitors at CMN is of paramount importance. This policy outlines the procedures to be followed in the event of an unauthorised person (intruder) being on or attempting to gain access to the premises, including if the person is suspected to be armed.

1. Aims

- To ensure the safety of children, staff, and visitors at all times.
- To prevent unauthorised access to the premises.
- To respond promptly and appropriately in the event of an intruder incident.
- To provide staff with clear procedures, including for high-risk incidents such as an armed intruder.

2. Access Control Measures

- All external doors are securely locked during operating hours, with controlled access systems in place.
- Visitors must ring the doorbell/intercom and state their purpose. Entry is only granted by authorised staff.
- All visitors must sign in and out and be accompanied by a staff member at all times.
- CCTV (if in place) is monitored and reviewed regularly.

3. Identifying an Intruder

- An intruder is any individual on the premises who:
- Has not followed visitor procedures;
- Does not have permission to be on-site;
- Is acting suspiciously or aggressively.

Staff should be alert to:

- Individuals trying to access restricted areas;
- Persons not wearing identification or refusing to comply with visitor procedures;
- Anyone appearing agitated, disoriented, or threatening.

4. Procedure in the Event of a Suspected Intruder

A. General Intruder (Unarmed or Unknown Risk)

Initial Response:

If safe to do so, a staff member should calmly approach the person, identify themselves, and ask their purpose.

If the person refuses to cooperate, appears agitated, or continues without permission, do not engage further.

Alerting Others:

Immediately inform the Designated Safeguarding Lead (DSL) or most senior staff member.

The DSL assesses the risk and decides whether to initiate a lockdown.

The code word/phrase may be used to alert staff to use lockdown procedure.

Lockdown Procedure:

All children and staff go to the nearest secure room.

Doors are locked; windows are closed; curtains/blinds are drawn.

Staff keep children calm using a quiet, reassuring tone.

No one leaves the secure area until the all-clear is given.

Register and telephone will be taken with them and will stay there until the police arrive.

[See Emergency Evacuation and Lockdown procedure for more details](#)

Emergency Services:

If there is any threat, staff must call 999 immediately, giving full details.

B. Armed Intruder (Weapon Suspected or Confirmed)

Do NOT approach the individual.

Do not attempt to reason or interact. Prioritise safety.

Immediate Lockdown:

Alert the DSL or senior staff member.

The DSL activates lockdown using the agreed signal (e.g. code word or bell).

All rooms secure immediately: doors locked, lights off, everyone hidden from view.

Inside Secure Rooms:

Keep children low and away from windows/doors.

Maintain quiet and calm. Use comfort objects and gentle voice tones.

Emergency Services:

Call 999 immediately: report an armed intruder.

Provide description, location, behaviour, and type of weapon if known.

Remain Secure:

Do not open doors or leave rooms until instructed by emergency services or the DSL.

5. After the Incident

- A full written report is completed by the DSL or designated lead.
- The nursery cooperates fully with police or emergency services.
- Parents/carers are informed appropriately and promptly.
- Ofsted and the Local Safeguarding Children Board are notified where required.
- Emotional and wellbeing support is offered to children and staff.
- A review of the incident and policy will be undertaken to identify lessons learned.

6. Staff Training and Drills

- All staff will receive annual training on intruder and lockdown procedures.
- Age-appropriate lockdown drills are held termly to ensure staff and children know what to do in an emergency.
- Staff will be supported in responding calmly and confidently in line with Montessori principles and EYFS safeguarding responsibilities.

Each nursery to have their designated **CODE WORD / PHRASE**.

Each nursery to have their designated safe room.