Beechoak Farm Montessori Pre-school

Promoting health, safety and hygiene

3.17 Visitor or intruder on the premises

Procedure

The safety and security of the premises is maintained at all time and staff are vigilant in areas that pose a risk. 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, they are asked to verify their identity and confirm who they are visiting.
- Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation. Visitors will be issued with an identification lanyard or high vis vest dependant on the nature of their visit.
- Visitors 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.

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 the setting 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 manager 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 (see procedure 3.14 Terrorist threat/attack and lock-down).
- In the case of a serious breach where there was a perceived or actual threat to the safety of the children, the manager informs the owners who ensure that learning is shared and procedures changed accordingly.

This policy was adopted by staff at Beechoak Farm Montessori preschool.

Held on 2nd December 2025

Date to be reviewed December 2026

Signed on behalf of Beechoak Farm Montessori by

Charlotte Muggleton & Hayley Majeika

Proprietor Manager