

Linton Granta Playgroup Intrusion/unwanted visitor procedure

For the purposes of this document an intrusion is when an unwanted person or persons enters the setting (building or garden) without authorisation. This procedure runs in line with the procedures in place for the Linton Village College site and this procedure is shared with our sister group, Linton Granta Toddlers. The Linton Village College site is open access and visitors may come to the Village College complex, Granta School and members of the public come to use the Sports Centre located between playgroup building and garden.

In the event of an intrusion the following procedure should be adopted:

In the building:

1. First member of staff/visitor to raise the alarm calmly to the supervising practitioner
2. **If safe to do** so the supervising practitioner will ask the “intruder(s)” to leave the premises.
3. Meanwhile the deputy will contact the emergency services immediately, giving the following details:

**Linton Granta Playgroup
The Portacabin
Linton Village College Site
Linton
Cambridge
CB21 4JP**

**We are located opposite the Linton Sports Centre
“We have an unwanted intruder on our premises”**

4. Practitioners will begin preparing children and visitors for immediate evacuation following standard procedure
5. If in session the Toddler group will be asked to evacuate their room following their evacuation procedure.
6. Practitioners will comfort children as necessary and provide any care needed. The event will be recorded as a **Critical Incident** and such procedures for notifying parents and external agencies from the Exceptional Circumstances and Critical Incident Plan will be followed.

In the garden:

As above, except the location details will change:

**Linton Granta Playgroup
Linton Village College Site
Linton
Cambridge
CB21 4JP**

**We are located behind the Linton Sports Centre
“We have an unwanted intruder on our premises”**

This policy was adopted at a meeting of Linton Granta Playgroup and Toddlers Committee

Held on (date) 04/12/07

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc.)

To be reviewed on (date) By Dec 08