



Title	Intrusion/unwanted visitor procedure
Code	LGPGOGH&SUV
Author	J.Tossi, Updated by V Webb
Version	002
To be renewed on	November 2010
Setting Details	Linton Granta Playgroup and Toddlers Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk

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.

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

In the building:

First member of staff/visitor to raise the alarm calmly to the supervising deputy or duty leader.

If safe to do so the duty leader will ask the "intruder(s)" to leave the premises.

Meanwhile the deputy will contact the emergency services immediately, giving the following details:

**Linton Granta Playgroup
Ground Floor
Newton Block
Linton Village College Site
Linton
Cambridge
CB21 4JB**

"We have an unwanted intruder on our premises".

Practitioners will begin preparing children and visitors for immediate evacuation following standard procedure.

If in session the Toddler group will be asked to evacuate their room following their evacuation procedure.

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.

This policy was adopted at a meeting of Linton Granta Playgroup		
Held on	10 th November 2009	
Date to be reviewed	November 2010	
	First signatory	Second Signatory
Signed on behalf of the Management committee		
Name of signatory	Vanessa Webb	Alison Livermore
Role of signatory	Chair	Secretary