



# lintongrantaplaygroup

Pre-school and toddler group  
Linton, Cambridgeshire

Title	Intrusion/unwanted visitor procedure
Code	LGPGOGH&SUV
Author	J.Tossi, Updated by V Webb
Version	6
To be reviewed on	June 2020
Setting Details	Linton Granta Playgroup and Toddlers, The Activity Room, 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  
Activity Room  
Newton Block  
Linton Village College Site  
Linton  
Cambridge  
CB21 4JB**

**Tel: 07806 744 864**

**"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			
Date to be reviewed			
Signed on behalf of the Management committee	First signatory	Second Signatory	Approved By
Name of signatory			
Role of signatory	Chair	Secretary	Policy Co-Ordinator