

***Happy, Confident, Independent.***

***Children develop a sense of belonging, respect and autonomy of voice through a varied and well-directed early education.***

## 06 Safeguarding children, young people and vulnerable adults procedures

### **06.3 Visitor or intruder on the premises**

The safety and security of the premises at Ringrose Kindergarten is maintained at all time and staff are vigilant in areas that pose a risk, such as shared premises. 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, any visitor to Ringrose Kindergarten 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 (including visiting VIPs) 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 at Ringrose Kindergarten 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 01.21 Terrorist threat/attack and lock-down).
- The designated safeguarding lead informs their designated officer of the situation at the first opportunity.
- In the case of a serious breach where there was a perceived or actual threat to the safety of the children at Ringrose Kindergarten, the manager/designated person completes 06.1c Confidential safeguarding incident report form) and copies in their manager on the day of the incident. The owners/trustees/directors ensure a robust organisational response and ensure that learning is shared.

## Further guidance

### Visitors Signing In Record (Alliance Publication)

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the provider

Ringrose Kindergarten Chelsea

---

September 2025

---

September 2026

---



---

Lucy Hustler

---

Principal

---

Name of signatory

Role of signatory (e.g. chair, director or owner)