**Busy Bodies Child Care Centre Ltd**

**Intruder in or around the building policy**

We will try our best to ensure that Busy Bodies is a safe location for the children and adults to be in at all times.

Procedure

If in the morning one of the staff at Busy Bodies arrives to find that the door or window has been smashed and somebody is inside they should instantly ring the police.

The should wait outside for the police to arrive and keep out of the way while they sort the situation out. After the police have left and they say it is safe to do so the broken glass or door should be covered up and replaced as soon as possible. Any glass that is on the floor should be collected and placed in the bin in the kitchen out of the way of arriving children.

The front door during the day is monitored constantly so no one can get in. The door is locked at all times but if somebody tried to smash the window or gain entrance in any way it would be easily detected. The police should be called instantly. This should scare the intruder off. The children should be kept as calm as possible and reassure them at all times. Once the police have arrived and sorted the situation out all of the staff will give a full description of what happened.

If an unknown person is seen around the site or near the door, one of the staff will go and ask them politely what they are doing. The other member of staff will be observing them doing this. If they have a good reason to be there it is ok and the manager and the other staff will be informed of the reason. If they do not have a good enough reason to be around the building they will be asked to leave, if they refuse then we will ring the police.

If an unknown person comes to the door then a manager will meet them at the door. They will not unlock the door but instead ask them through the door who they are and why they are here. They will not unlock the door until they have seen I.D or are 100% confident it is safe to let them in.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed………………………………………………………..

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