

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



Sticky Fingers Pre-School  
Newlands  
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Sticky Fingers Pre-School  
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% Redbridge Primary school  
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Sticky Fingers Pre-school  
Tanners Brook  
% Regents Park Community  
centre  
Elmes Drive  
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07871880785

Sticky Fingers Pre-school  
Spring road  
% 14th Itchen Scout hut  
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<https://www.facebook.com/stickyfingerspreschool>  
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## 06 Safeguarding children, young people and vulnerable adults procedures

### 06.04 Visitor or intruder on the premises

The safety and security of the premises is maintained at all times 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** (*also see our working in partnership with other agencies policy*) - generally a visitor will have made a prior appointment

- On arrival, they 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 in the setting 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 circumstances this could lead to 'lock-down' of the setting

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and will be managed by the responding emergency service (see procedure 01.21 Terrorist threat/attack and lock-down).

- The designated person 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, the designated lead and managers (designated officers) will follow advice from the police and complete 06.1c Confidential safeguarding incident report form before informing the chairperson on the day of the incident. The trustees/managers (designated officers) ensure a robust organisational response and ensure that learning is shared. Ofsted may also be informed.

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