

Accessible Education Provision for Neurodivergent Children
through graduated interventions and academic support.



*An organisation that aims to improve every child's life
by being closer to nature,
providing equality in learning
and promoting well-being*

INTRUDER POLICY FOR RAW LEARNING

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1. Introduction

An intruder is someone who has no legal right or permission to be on site and has not had permission to enter. A person may have been misdirected to the site or is lost and as such poses no threat to the children or facilitators, and the locked gates at the entrance to the site prevent them from accessing the site. However, an intruder may attempt to force their way onto the site or gain access through the bushes or over the barbed wire at the boundary to the sight. In this instance, such a person poses a safety hazard to children and facilitators who are on site.

2. Aims and Objectives

This policy aims to set out the procedures that will be employed in the event that an intruder DOES gain entry to the site.

3. Procedures

If a person has been invited to visit Raw Learning either for a tour of the site or for a meeting with a facilitator, the following procedure is put in place:

- Any person arriving at the locked gates to the site must call using one of the phone numbers listed on the notice board on display, stating who they are and the reason for the visit.
- A facilitator will meet them at the gates, introduce themselves and ask the visitor's name to confirm that they are expected that day. They will also ask to see confirmation of their identity if the person is visiting in an official capacity.
- The facilitator will unlock the padlock and open the gates to allow the visitor's vehicle to enter and then IMMEDIATELY close and relock the gates with the padlock.
- The visitor is welcomed and taken to the hut to sign in and is given a visitor's badge with their name and the date on display.
- They will be accompanied by a facilitator at all times while they are on site.

If an uninvited person arrives at the locked gates, the following procedure is put in place:

- A member of the public may approach the locked gates out of curiosity as to what is taking place there.
- A facilitator will approach the locked gates, politely greet the person and ask them what their purpose is in approaching the gates. The facilitator will deal with any enquiries or questions THROUGH the locked gate, remaining on watch at the gate until the person has left.
- If the person is enquiring about a possible visit to the site to see our facilities with the express purpose of their child possibly joining Raw Learning, the facilitator will advise that they should contact info@rawlearning.co.uk to arrange a visit at a more suitable time.

Raw Learning Ltd Company Number 12321535

Raw Learning Community CIC 12845336

Email info@rawlearning.co.uk

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If an intruder gains access to the site by pushing their way through the bushes on the boundary line or climbing over the barbed wire, the following procedure is put in place:

- Facilitators always remain vigilant while they are working with the children outside.
- Children are also taught to report seeing a stranger to a facilitator as quickly as possible.
- As soon as they see an intruder, facilitators will gather the children quickly together by blowing sharply twice on a whistle.
- The children should stop what they are doing IMMEDIATELY and get to the building as fast as possible.
- A register is taken to ensure that all children are safely within the building.
- Facilitators will ensure the safety of all the children as their priority.
- Depending on the number of facilitators present and how safe they feel in doing so, a facilitator will approach the intruder to greet them and politely try to determine who they are and what their purpose is for entering onto private land.
- If the intruder's demeanor or manner is suspicious or causes concern in any way, or if they are armed with a weapon, a lockdown policy will be IMMEDIATELY implemented:
 - The doors to the hut are locked and made secure with all facilitators and children inside.
 - Facilitators will work to keep the children calm and distracted to prevent a rise in anxiety-led behaviours.
 - The police will be called with details of their physical description and their clothing.
 - Parents/carers will be informed of the situation as soon as it is possible to do so.
 - Schools who have children attending the session will also be informed of the situation as soon as it is possible to do so.
 - Facilitators and children will remain in the locked hut until the police arrive or the intruder leaves the site.
- All facilitators and any other witnesses will be asked what happened and this will be recorded in writing as soon as possible after the event.

4. Actions following an Emergency

Following an **emergency**, including a **lockdown procedure**, being implemented, all facilitators and any other witnesses will be asked what happened and this will be recorded in writing as soon as possible after the event.

The incident will be reported to the Local Authority Designated Lead Officer for Safeguarding (LADO).

The incident will be investigated by the police as well as Raw Learning.

Following the investigation, Raw Learning will review our Safeguarding and Site Risk Assessment and put any changes in place.

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| This policy was adopted by | Raw Learning |
| On | 18 th August 2022 |
| Date to be reviewed | 17 th August 2023 |
| Signed on behalf of the provider | <i>Rachel King</i> |
| Name of signatory | Rachel King |
| Role of signatory | Director |