

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 gate leading onto the site. 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 Garon Park must sign in at the office and wear a Garon Park visitor lanyard. An office member will call the Raw Learning facilitator to advise them that the visitor has arrived.
- A facilitator will meet them at the office, 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 accompany the visitor to walk to the entrance of the Raw Learning site.
- The visitor is welcomed and asked to sign the Raw Learning Visitors Book.
- They will be always accompanied by a facilitator 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 on site, or may be working in the community garden near our site and approach our working site.
- A facilitator will approach, politely greet the person and ask them what their purpose is in approaching the. The facilitator will deal with any enquiries or questions THROUGH the locked gate or encourage them back to the community garden, remaining on watch 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. The facilitator must ensure that the person has left the area before returning back to the children.

If an intruder gains access to the site by pushing their way through the gate onto the site, the following procedure is put in place:

- Facilitators must 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 log circle as fast as possible.
- The facilitator will lead the children to the gate leading to the golf course and phone the Garon Park office on the Walkie Talkie.
- If an intruder enters through the gate by the golf course, the facilitator will lead the children to the gate leading onto the football pitch and phone the Garon Park office on the Walkie Talkie.
- A register is taken to ensure that all children are safe.
- 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, one of the facilitators will phone 999 and call the police, while the other facilitator calls the Garon Park office on the Walkie Talkie and advises them of the situation.
- 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.

This policy was adopted by	Raw Learning
On	23 rd May 2024
Date to be reviewed	23 rd May 2025
Signed on behalf of the provider	<i>Rachel King</i>
Name of signatory	Rachel King
Role of signatory	Director