

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

8.2 Maintaining children's safety and security on premises

Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Children's personal safety

- We ensure all employed staff, regular volunteers, student and anyone working on the premises have been checked with a criminal records check from the Disclosure Baring Service.
- We remind staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting)
- We ensure all staff employed have had full suitability checks before they start work in accordance with our Staff Recruitment policy
- Staff cannot start work until a satisfactory DBS check has been received.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded within the register
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Children are only released into the care of individuals named by the parent when prior notice (preferably written) is given.
- Our security systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Our security systems prevent unauthorised access to our premises.
- All registers for children, staff, students and volunteers are checked at the end of each session/day to ensure everyone has been signed in and out and looked at monthly to look at any patterns of absence.

All our security procedures are outlined below.

Drop Off Routine:

- The padlock on the gate is unlocked, however the gate latch is pushed across so it is closed.
- A note is on the gate to ask parents to close the gate behind them when they enter and leave pre-school.
- Staff open the back door and say "Good morning/Good afternoon" and leave it open for parents to begin walking in.
- The staff member deployed on snack then stands by the green door ticking children off the register as they enter and ensuring that no children go through the door once present in the building.
- If there are not many children all coming in at once then the green door is shut and bolted at the top and parents are encouraged to knock on the door. This is to ensure that children do not escape due to the gate being unlocked.
- On the back door is a notice asking parents to close this door behind them as they leave as a prevention to children getting into the garden as well as a staff member on the green door.

Air-Lock system for doors:

- During session if the door bell goes or a staff member is going outside for any reason they are to inform another member of staff who is working so that they can stand by the green door and watch, to ensure if a child follows an adult they can prevent them going into the corridor area or alert the staff member the child is there.
- The staff member going outside can only open the back door once the green door is closed.
- When the staff member comes in they need to follow the alarm procedure below.
- Before opening the green door the staff member needs to check around the corridor in case a child has managed to get into the area before coming through, all the time the other member of staff is the other side of the green door.

Alarm procedure on back door:

- After locking the gate and checking the door bell is working the person deployed outside in the session will need to set the alarm on the back door. The person deployed outside will need to ensure another member of staff is watching when the alarm is activated.
- The alarm will get turned off by the person deployed outside when freeplay inside and outside begins and an adult is going out with the children. **Adult to ensure a wedge is placed under the door to prevent it closing.**
- The person deployed outside when coming in at the end of freeplay: the alarm will be turned on as all children will be present inside of the pre-school building. The person deployed outside will need to ensure another member of staff is watching when the alarm is activated.
- The alarm will be turned off when children are accessing the garden after key activity time with an adult. This will be done by the first member of staff to go outside.
- The alarm will be turned on by the person deployed outside when all of the children are inside ready for carpet time and getting ready for lunch club. The person deployed outside will need to ensure another member of staff is watching when the alarm is activated.
- The alarm will then be turned off when the door is opened and the going home routine is carried out.

Over the lunch time period due to parents dropping off and collecting children the alarm will be left off, however the green adjoining door will be locked and the lunch club assistant will let parents in ensuring that the outside door is closed before opening the green door, this will be done through the window we have on the green adjoining door.

Pre-School Collection Procedure Am and Pm:

- 1 staff member will come down to the gate which they will unlock, this member of staff will stand at the gate and look for the parents who are standing directly outside of it, a member of staff will be stood at the door.
- The member of staff on the gate will then see if they can find the parent/carer of the child who is standing at the door and then confirm this to the staff member before the child is then sent from the door to the gate area. The adult on the gate will then ensure that the child finds their parent.

Departure of a child during session time:

Some children may need to leave during session time for appointments. This is the procedure we follow:

- Staff member taking the child outside will inform another member of staff they are going to be going outside. The member of staff they have informed will then watch the green door (adjoining door) as it is opened. This will then be shut behind the member of staff and child before the back door is opened.
- The alarm on the back door will be turned off whilst the staff member leaves the building.
- The staff member will close the back door behind them and will walk the child down to the gate to the parent/carer who is waiting for them.
- The staff member will open the gate and the child will leave pre-school.
- The staff member will enter pre-school and re-set the alarm on the door as all children and staff are present in the building.
- The staff member will check the corridor as they are going back through to make sure no one has followed.
- The staff member who was inside watching the green door will indicate if any child had followed that staff member out so that if needed further checks can occur.
- The green door is then opened and locked from the inside.
- The child is signed out in the register and numbers on the board are adjusted accordingly.

Procedure for checking the identity of visitors:

- If the visitor or prospective parent is unknown to the setting we check their credentials and reason for visit before allowing them to enter the setting
- We ask for at least 1 form of identification to verify who they are and, if appropriate, which organisation they work for (eg official identity badge, driving licence, bankcard which shows signature)
- If we require further verification we will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager

- We ensure that the visitor or prospective parent is supervised whilst we are carrying out these checks, and throughout their visit
- We record that ID has been checked, together with the visitor's name, time and date in our Visitor's book/log. The Visitor or prospective parent is required to sign the book/log.
- If the visitor or prospective parent is known to the setting we check that they have a valid reason to enter. They are then required to complete the visitor's book/log and will not be left unsupervised in the setting.
- The visitors log/book will be checked daily to ensure it is being used effectively and that visitors are signed in and out.

Other useful Pre-School Learning Alliance publications

- Managing Risk (2009)

This policy was adopted at a meeting of Witchford Rackham Pre-school

Held on _____

Date to be reviewed _____

Signed on behalf of the
Management Committee _____

Name of signatory _____

Role of signatory _____

Date to be reviewed _____