



Registered Charity No. 1028069

OFSTED Registration No. 120156

Updated September 2016

9a Maintaining children's safety and security on premises, also Entry and Exit.

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.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults – staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.

- We keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

Procedures of Entry and Exit

Entry to the premises

- The staff rota identifies a door monitor, a craft table monitor, and the remaining staff members “float” in the class room to welcome children and parent/carers.
- The door monitor will stand outside the front door with a field of view that extends in both directions down the pavilion building to enable observation of children and parents (or any other people) arriving along both entry/exit routes to the pavilion.
- The front door will be opened outwards and the white board will be placed within easy view for parent/carers arriving and leaving. The stair gate across the corridor will be clicked closed
- All door monitors will have been inducted via the Peter Pan induction process and will have shadowed an experienced staff member on the door to ensure they have seen the procedure in action before taking sole responsibility.
- The doors are opened at 9:00 am. The door monitor writes the child's name down in an Entry and exit book noting name and time. Children's names are later marked off in the official register.
- Parent/carers will open the stair gate allowing their child/children into the premises.
- The door monitor will also take notes regarding children that are pertinent for the day, these discussions will be kept brief to allow the door monitor to be vigilant. Parent/carers will be asked to save any less pressing discussions for collection time (where they can wait until other children have left if privacy is required).
- Children will hang up coats and bags then find their name/picture on the self check registration board.
- Once parent/carers have settled their children they will leave by opening the stair gate then closing it firmly behind them.
- Parent/carers will be made aware (and reminded regularly) they must never allow any child out of the stair gate as they arrive or leave (unless it is their child who is with them).
- The doors will be closed and locked at 9.15am. Any parent/carers leaving after this time will request to be allowed to leave and a staff member will un-lock the door allowing exit then re-lock the door.
- During the day the front door key will be stored on top of the building alarm box (out of reach of children).

Exit procedure

- The staff rota identifies a door monitor, an exit monitor and one or two staff to pass materials to parent/carers.
- Children will put on their coats (if appropriate) and sit on chairs in a semi-circle in the classroom with the exit monitor sat at the front of the semi circle.
- The stair gate will be closed across the corridor.
- The door monitor will open the door at the appropriate time and parents/carers will let themselves through the stair gate ensuring they do not allow any children they are not responsible for to leave.

- Parents/carers will queue in the corridor waiting to be at the front to collect their child.
- Once the parent or carer has been visually identified as a known person the exit monitor will tell the child they can leave with the parent / carer at the front of the queue.
- Staff will only allow children to leave with known parent/carers or a known person who the parent/carers has advised will be collecting. Each child has a password which will be asked by the exit monitor to any person collecting a child who is not their own.
- When parents/carers leave with a child they will let themselves out of the stair gate and close it firmly behind them (not allowing any other children out).
- The door monitor will note on the register each child as they leave.

Unusual or Unsafe Situation Procedure

- In the event the door monitor observes an unusual person or activity occurring within the vicinity of the preschool which raises concern the door monitor may ask the person to leave the area (if it is felt safe to do so).
- If in any doubt the door monitor will not approach a stranger or person behaving in an unusual manner.
- If the door monitor feels the situation is unsafe they will request all children and parent/carers to immediately enter the premises, then lock and secure the front door.
- The door monitor will calmly alert the other staff as to the situation and secure the premises by closing and locking any other doors, windows or entry points as appropriate.
- In the event of an unusual or unsafe situation outside the building staff will maintain calm and once the premises is secure the manager (or delegate) will contact the emergency services.
- If an unsafe situation is identified the manager (or delegate) will inform the Chairperson (or delegate) as soon as possible after securing the situation.
- The chairperson (or delegate) with the setting leader will make a decision as to when the premises is considered to be safe to operate.
- Any additional security measures will be discussed and agreed with the staff, committee and emergency services as appropriate.

Managing people

- Unsafe incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff will feel worried and may have feelings of anxiety and distress.
- Staff may be the understandable target of parental concern and worry and they may be distressed. Setting leaders need to ensure that staff feel supported.
- When dealing with a distraught and worried parents, there should always be two members of staff, one of whom is the setting leader and the other should be the chairperson of the management committee or representative.
- Children are sensitive to what is going on around them. They too may be worried. The staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.

- In accordance with the severity of the final outcome, staff may need counselling and support.
- The chairperson (or delegate) will use their discretion to decide what action to take (following any incident).
- Staff must not discuss any incident with the press without taking advice from the committee.

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)