



Maintaining Children's Safety and Security on the Premises Policy

Security

St Marks Pre-school maintains the highest possible security of the premises to ensure that each child is safely cared for during their time at pre-school. To ensure this:

- Pre-school systems prevent unauthorised access to our premises. The pre-school only allows access to visitors who are expected, and the identity of any person who is not known is checked before they enter the premises.
- The front door to the pre-school has a doorbell entry system and a front door with safety glass. The front door is locked and only opened by members of the practitioner team.
- Pre-school systems prevent children from leaving our premises unnoticed. The pre-school keeps all playground gates locked with padlocks and the garden gate has an over latch out of children's reach. This is checked by the practitioner team when any children engage in garden activities.

Children's personal safety

- The pre-school ensures all employed practitioners 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 ensuring that children are usually within sight **and** hearing of adults, and always within sight **or** hearing of adults at all times.
- Whenever children are on the premises at least two practitioners are present.
- The pre-school carries out risk assessments to ensure children are not made vulnerable within any part of the premises, nor by any activity.

Arrivals and departures

St Marks Pre-school strictly registers which adults and children are in the building on a daily basis and throughout each day. The practitioner team ensures that children are handed safely over to parents. To ensure this:

- Systems are in place for the safe arrival and departure of children, practitioners, bank staff and volunteers.
- The presence of practitioners and bank staff at pre-school is recorded in the room register. Volunteers and visitors are requested to record their arrival and departure in the visitors' book.
- Children's arrivals are recorded on a door register by a member of the practitioner team. A formal register is taken twice a day in each room.
- The parents of children who arrive late or leave early are requested to sign their children in/out in an attendance folder.
- A member of the practitioner team supervises the open door at the beginning and end of each day.

If an adult with parental responsibility presents at pre-school to collect their child, and staff are concerned that their presentation suggests they are unable to offer safe care, steps will be taken to clarify the situation and assess the risk to the child. The following factors will be considered:

- How the adult is presenting.
- If the parent/carer's presentation compromises their ability to meet the child's basic physical and psychological needs.
- How the parent/carer intends to get home. If they are driving are they fit to do so?
- If the parent/carer is in sole care of the child, can another parent or supportive adult be with them and the child?
- If the Pre-school Manager/Room Leader is concerned about the parent/carer's ability to care for the child based on the factors above, then a safeguarding referral to Children's Services is required.
- The Pre-school Manager/Room Leader will aim to retain care of the child whilst awaiting the advice of police and Children's Services. The pre-school does not have the authority legally to retain a child against a parent/carer's will; therefore, if this is not possible, then the Pre-school Manager/Room Leader will consider ringing for a police welfare check on the non-emergency number, 101.
- There may be occasions where an immediate, emergency call needs to be made to the police (i.e. 999), because it is judged that a child or another person (including a practitioner) may be imminently at risk of serious danger. (Please see the pre-school's Lockdown Policy).

Uncollected child

In the event that a child is not collected by an authorised adult by their expected collection time, the pre-school will put into practice agreed procedures. The child will receive a high standard of care in order to cause as little distress as possible.

- Parents are asked to provide the following specific information when their child starts attending St Marks Pre-school, which is recorded on each child's Registration Form:
 - Home address and telephone number.
 - Place of work, address and telephone number (if applicable).
 - Mobile telephone number (if applicable).
 - Names, addresses and telephone numbers of persons who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
 - Who has parental responsibility for the child.
 - Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, the Pre-school Manager/Room Leader must be informed of how they can be contacted.
- On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they must provide details of the name, address and telephone number of the person who will be collecting their child. The pre-school agrees with parents how to verify the identity of the person who is to collect their child and confirms the password.
- Parents are informed that if they are not able to collect the child as planned, they must inform the Pre-school Manager/Room Leader so that the pre-school can begin to take back-up measures.
- If a child is not collected at their expected collection time, the pre-school follows the procedures below:
 - The child's file is checked for any information about changes to the normal collection routines.
 - If no information is available, parents/carers are contacted at home or at work.
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child - and whose telephone numbers are recorded on the Registration Form - are contacted.
 - All reasonable attempts are made to contact the parents or nominated carers.

- The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
- If no-one collects the child within one hour of their expected collection time and there is no-one who can be contacted to collect the child, the following procedure will be put in place:
 - The Pre-school Manager/Room Leader will contact the local authority children’s social care team.
 - The child stays at the setting in the care of two vetted practitioners, one of whom will be the Pre-school Manager or Room Leader, until the child is safely collected either by the parents or by a social care worker.
 - Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
 - Under no circumstances will any member of the practitioner team go to look for the parent, nor leave the setting premises with the child.
 - The practitioners who stay with the child will ensure that the child is not anxious, and concerns will not be discussed in front of them.
 - A full written report of the incident is recorded in the child’s file.
 - Depending on circumstances, the pre-school reserves the right to charge parents for the additional hours worked.

Secure storage

- The personal possessions of the practitioner team and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

This policy was adopted at a meeting of the pre-school held on (date)

Signed on behalf of the pre-school

Also see: Lockdown Safeguarding Staff Personal Safety