



Staff Personal Safety Policy

This setting believes that the health and safety of all practitioners is of paramount importance and that all practitioners have the right to work in a safe environment. St Marks Pre-school supports safe working both on and off the premises, acknowledging the needs and diversity of children and their families.

General

- All practitioners in the building early in the morning, or late in the evening, ensure doors and windows are locked.
- Where possible, at least the first two members of the practitioner team to arrive in the building arrive together, and the last two members of the practitioner team in the building leave together.
- Visitors are generally only allowed access with prior appointments and only admitted once their identity has been verified.
- Minimal petty cash is kept on the premises.
- The Pre-school Manager or Room Leader is confident to liaise with local police and ask for advice on safe practice where there are issues or concerns.

Home visits

Where practitioners conduct home visits, this is done at the Pre-school Manager's discretion and the following health and safety considerations apply:

- Prior to a home visit the key person and Pre-school Manager will undertake a risk assessment that is specific to the visit being undertaken.
- Members of the practitioner team will only complete home visits in pairs, usually the Pre-school Manager/Room Leader with the key person.
- Each home visit is recorded in the diary with the name and address of the family being visited, prior to the visit taking place.
- Practitioners alert an agreed contact person, usually the Pre-school Manager or Room Leader in the setting, when they are leaving to do the home visit and advise on their expected time of return.
- If there is any reason for the practitioners to feel concerned about entering premises, they do not do so, for example, if a parent appears drunk.
- Practitioners will carry a fully charged pre-school mobile phone when going out on a home visit.
- Practitioners are to identify an emergency word/phrase, which is made known to all practitioners in the setting, so that if they feel extremely threatened or endangered on a home

visit they can covertly alert other members of the practitioner team to the situation via a telephone call. Use of the agreed word/phrase will initiate an immediate 999 call to be made.

- If practitioners do not return from the home visit at the designated time, the contact person will attempt to phone them and continues to do so until they make contact.
- If no contact is made after a reasonable amount of time has passed, the contact person rings the police.

Dealing with agitated parents in the setting

- If a parent appears to be angry, mentally agitated or possibly hostile, a Room Leader or the Pre-school Manager will be requested to assist, and this practitioner with one other member of the team will lead the parent away from the children to a less open area, but will not shut the door behind them.
- If the person is standing, practitioners will remain standing.
- Members of the practitioner team will try to empathise and ensure that the language they use can be easily understood.
- Practitioners will speak in low, even tones, below the voice level of the parent.
- Practitioners will make it clear that they want to listen and seek solutions.
- If the person makes threats and continues to be angry, practitioners will make it clear that they will be unable to discuss the issue until the person stops shouting or being abusive, while avoiding potentially inflammatory expressions such as 'calm down' or 'be reasonable'.
- If threats or abuse continue, practitioners will explain that the police will be called and emphasise the inappropriateness of such behaviour in front of children.
- After the event, details are recorded in an appropriate file together with any decisions made with the parents to rectify the situation and any correspondence regarding the incident.

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

Signed on behalf of the pre-school

Also see:	Code of Conduct	Health & Safety	Safeguarding
	Staff Deployment	Staff Disciplinary & Grievance	Whistleblowing