



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.

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. One to one (one child with one adult) in a room unsupervised is not allowed.
- 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 on our room register in both rooms.
- In the larger room (Big bears and Little Bears) children are headcounted regularly throughout the day and the number of children is updated on a white board for all staff to see.
- The arrival and departure times of adults – staff use the signing in on our Family app to sign in on arrival and sign out on departure
- volunteers and visitors are recorded in the visitors book on arrival and departure. They must be supervised at all times and given a visitors or student badge if available. Long term students use the Family app to sign in and must also wear a badge. All staff, students, volunteers and visitors must not be left unsupervised at any time if they have no DBS check carried out by Sandy Bears Nursery + Pre school Ltd.
- **Our systems prevent unauthorised access to our premises, includes:**
- A lock on the main door which children cannot reach.

- The door mustn't be opened by anyone other than staff who have been contracted to work at Sandy Bears and worked for the minimum of 6 months and are level 3 qualified. (There may be staff listed on 8.1 who have been personally listed and are able to answer the door even though they do not meet this threshold. Their practice proves they are more than capable).
- When qualified staff members do open the door they must check the identity by asking before they allow the visitor into the building. The visitor must be asked to show their badge from the step outside or spy hole.
- If the visitor has no identity a manager must confirm appointment or password given to be able to allow them into the setting.
- We only allow access to visitors with prior appointments. Parents or potential parents and families do not necessarily need to make appointments but they must make it clear at the door the reasons for their visit and a manager must supervise the visit and must not leave the visitors unsupervised. All visitors must read the code of conduct.
- We keep front doors and gates locked shut at all times. When the front door is opened, children are guided into the room so that they are not vulnerable to the open door.
- The back gate is padlocked shut when children have left the premises and opened again on our morning daily checks to allow a fire escape. The gate is locked with a bolt during the day when children are on the premises. Children cannot reach the bolt and it is locked at all times.
- The 'yard doors' leading to the outdoor areas from both rooms are locked while children are inside to prevent any tall children from opening the door and accessing the yard unsupervised.
- The personal possessions of staff and volunteers are securely stored upstairs during sessions.
- Mobile phones must be kept upstairs in the office stored in a secure 'tin'. Any adults working, volunteering or on student placement must put their mobile in here at the beginning of every shift. They may take it out during their break but it must be placed back in the tin until departure. Staff must not come upstairs to check their phones without permission from management. If a staff member is to be contacted by family in an event of emergency, they must call Sandy Bears landline.
- Personal mobile phones must never be in hand downstairs where children are. This is by staff, parents or any visitors.
- Minimal petty cash is kept on the premises.
- Only packages addressed to Laura Yates or Astone Richardson must be accepted and signed for unless management are informed otherwise. Packages must never be kept for other addresses on these premises.
- Suspicious person outside premises- staff are to call 101 and not open the door to this person. If staff feel this person is a danger and potential risk of them breaking an entry staff must not open the door to any other visitors or parents.
- Person trying to break an entry- staff are to call 999 for emergency police and follow their advice and guidance on 'lockdown'
- Authorised person to collect child- Management and staff must be aware of new carer collecting the child by parent(s). Carer must give their name on collection and password **before** entering the building if they have not collected the child before. If the parent telephones and informs us of a new carer/ friend/ adult collecting them,

we call the parent back on the contact number WE have from registration documents and clarify it was them who called.

- Court order- If there's a court order in place we must have copies of these for us to refuse a child to leave the premises with that parent. We can also refuse for the child to leave with this parent if the parent hasn't been on the registration forms and if we have not seen this parent; we would never let a child leave with a stranger or allow a stranger into the building. We would immediately call the parent of this child and police if necessary.

This policy was adopted by

Sandy Bears Nursery + Pre school

On

November 2020

Date to be reviewed

November 2021

Signed on behalf of the provider

L.L.Yates

Name of signatory

Laura Yates

Role of signatory (e.g. chair, director or owner)

Owner

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)