



Nazeing Pre-School, c/o Nazeing Primary School, Hyde Mead, Nazeing. EN9 2HS

## Maintaining Children's Safety and Security Policy

### Safeguarding and Welfare Requirement:

Providers must have and implement a policy, and procedures, to safeguard children.

Providers must only release children into the care of individuals who have been notified to the provider by the parent and must ensure that children do not leave the premises unsupervised. Providers must take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.

### Policy statement

Our aim is to enable children to grow into healthy well-balanced people. Staff have a responsibility to safeguard the children in our care and we are committed to the principles of helping children and adults stay safe by providing a secure environment with comprehensive and thorough procedures which help protect children and staff. Ofsted will be notified of any change in the facilities to be used for care that may affect the space and level of care available to children. Furthermore, we consider it vitally important that children are able to learn to risk assess, develop new knowledge and skills within a safe and secure environment.

### Safety in the environment

- Risk assessments for premises, outings and activities are carried out and reviewed on a regular basis.
- Staff will complete the Environmental Check List each day. Any hazards and actions taken will be noted on the sheet and the Manager consulted.

### Children's Personal Safety

- We ensure all employed staff have been checked for criminal records via enhanced disclosure with children's 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.

### Safety of Children Leaving the premises

- Staff will not allow children to leave the premises unsupervised.
- Children will only be released from the setting into the care of individuals named by the parent. (if other than the parent the person must be aged 16 or over)
- Parents will be required to inform Pre-School beforehand if they are not collecting their child themselves. The password system must be used on these occasions.
- Under no circumstances will a child be released into the care of a parent with a court injunction preventing access to their children.
- Staff will ensure that times of arrival and departure are detailed on the registers.

## **Transition Procedure**

- Staff will escort children around the building during transition times (to and from Rainbow Garden)
- Head counts of children will be carried out at all points of transitions, eg, upon leaving a room or garden and transitioning to another area of the building and then again on return to the original space.
- Walkie talkies are used to communicate numbers and location of children at all times.

## **Supervision**

- Children will not be left alone or unsupervised at any time during activities that take place either indoors or outdoors.
- If a situation occurs where the staff to children ratio falls below the legal limit the children will be moved to a space of suitable size and the programme of activities will be altered to allow for the change in staffing.
- Staff will ensure that children are supervised upon arrival and leaving.

## **Security of Premises**

- Staff will wear uniforms with their names on and register their times of arrival and departure each day.
- Staff will ensure that the entrance doors to the rooms are securely locked and that all garden gates are locked.
- Staff will call 999 if they are concerned about any unknown individuals on the premises.
- Staff will ensure that the alarm is switched on every morning to the adjoining door into Nazeing Primary School.
- All external doors will be securely locked at the end of each day.
- Staff's personal possessions will be securely locked away during sessions.
- Minimal petty cash will be kept on sight.

## **Visitors**

- Visits to the setting are by appointment only.
- Visitors and volunteers must sign in on arrival and out at the end of their visit.
- Visitors, including contractors, and volunteers will be taken through an induction process upon arrival at the setting if it is required
- Visitors and volunteers to the setting will not be left unsupervised with children at any time.

## **Unauthorised Visitors**

- All members of staff have a responsibility to approach and challenge any person on the premises who is not wearing the correct identification. If the member of staff feels that there is a possibility of immediate danger they must alert the emergency services without delay. If a person is observed in the School or Pre-School premises or grounds, staff members must make themselves known to the person and establish who they are and their purpose for being in the setting.

- If the person has a valid reason for being in the setting the member of staff should escort them to the main reception area in Nazeing Primary School or to the Pre-School Manager or Deputy Manager.
- If the person does not have a valid reason for being at the setting the member of staff will request that they leave immediately and escort them from the premises to ensure they exit the premises. The Head Teacher or Pre-School Manager must be informed at the earliest opportunity and will investigate the security breach.
- If the person refuses to exit the setting, the member of staff must alert the emergency services whilst ensuring that the person is supervised by a member of staff.
- The member of staff must stay with the person until the police arrive and await instruction from the emergency services.
- The member of staff must compile a detailed record of the incident which the Head Teacher or Pre-School Manager who will check and file in the Incident Record Log which is part of our Safeguarding file.

### **Lock down**

- If an unwanted person is on the premises the Pre-School will go into lock down. For those in the Pre-School Classroom this will require staff to immediately close all open windows and draw blinds, lock the front door and check adjoining door to school is alarmed. Reassure children and the manager or deputy will telephone the School to keep communication open. If the threat escalates to where children or staff could be at significant risk of harm they will congregate in the back room where the toilets are, barricading doors with furniture and remaining there until emergency services arrive.
- If an unwanted person is on the premises the Pre-School will go into lock down. For those in the Pre-School garden this will require staff to immediately enter the sensory room, storage shed or office. We will use the walkie talkies to communicate with staff in the Pre-School room. Staff will reassure children. If the threat escalates to where children or staff could be at significant risk of harm, they will barricade doors with furniture and remain there until emergency services arrive.

This policy was adopted by NAZEING PRE-SCHOOL (name of provider)

On 27<sup>th</sup> September 2024 (date)

Date to be reviewed September 2025 (date)

Signed on behalf of the provider Nicky Mainwaring

Name of signatory Pre-School Manager