

## **Children's safety and Security in the nursery**

**Links to Early Years Foundation Stage: Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment: Safety 3.53, 3.56-3.65**

### **Policy statement**

We maintain the highest possible security of our nursery premises to ensure that each child is safely cared for during their time with us.

There are four main pieces of health and safety law which are relevant to violence at work. These are:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Safety Representatives and Safety Committees Regulations 1977 (a) and The Health and Safety (Consultation with employees) Regulations 1996 (b)

The nursery must inform, and consult with employees in good time on matters relating to health and safety.

### **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.
- All children are supervised by adult at all times.
- Whenever children are on the premises at least two adults are present.
- The nursery carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

#### **Security**

- All nursery staff working with the children will wear a nursery uniform identifying them as Small World Nursery staff.
- 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, visitors and volunteers are recorded.
- Our security systems prevent unauthorised access to our premises. A secure entry system is in place. This includes a video camera on the main door to the building and a coded door to enter the nursery. Parents must use a video intercom system to gain entry to the building and then a second doorbell where a member of staff will greet them to open the door, ensuring the premises are secure.
- Our systems prevent children from leaving our premises unnoticed.
- We will only allow access to visitors with prior appointments.
- Our nursery staff check the identity of any person who is not known before they enter the premises.
- The nursery front door is a self-closing door and is kept shut at all times.

- The nursery has an entry phone that allows entry to the building and CCTV cameras are aimed at entrances and exits to the nursery.
- The personal possessions of staff, students and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

Small World Nursery will ensure that all children are greeted warmly and made to feel welcome upon arrival and staff will ensure that they depart safely at the end of every session.

## Arrivals

At Small World Nursery we give a warm welcome to every child and family on their arrival.

### Children's Arrivals

Parents are requested to pass the care of their child to a specific member of staff who will ensure his/her safety (this is usually a child's key person). The staff member receiving the child immediately records his/her arrival in the daily attendance register. The staff member also records any specific information provided by the parents, including the child's interests, experiences and observations from home.

A register will be kept; arrival and departure times of children will be recorded supplemented by regular head counts throughout the day. The register will be kept on the premises at all times. A copy of the register will be taken on trips and outings.

If the parent requests the child is given medicine during the day the staff member must ensure that the medication procedure is followed.

### Practitioner's Arrivals

Practitioners need to sign in using the signing in book that is located in the nursery entrance foyer on the table.

### Visitor Arrivals

Visitors are welcomed into the nursery and immediately next to the front door are asked to record their name, the organisation they are from, the purpose of their visit and their arrival and departure times in the visitor's book. A sticker must be filled in with their name and placed on an item of clothing that is visible all the time.

### Departures

On your enrolment, you have the opportunity to nominate a number of people authorised to collect your child from nursery if you are not able to do so. A collection password is requested on your enrolment form in order to establish that the person collecting is authorised to do so by providing that password.

Children will only be released to their parent/carer or authorised person named on the child's enrolment form unless the setting has been informed of changes beforehand and a password given.

Parents should inform the nursery immediately if they're child is going to be collected by a person not named on their enrolment form. A parent should inform the nursery if their child is going to be collected by an unknown person. A collection password is set on enrolment and should be used in order to ensure authenticity of the person collecting. Practitioners will telephone parents if they have not been informed about the person collecting their child in order to establish the person collecting the child.

The child's key person or other nominated staff member must plan the departure of the child. This should include opportunities to discuss the child's day with the parent, e.g. meals, sleep

time, activities, interests, progress and friendships. The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure. Where applicable, all medicines should be recovered from the medicine box/fridge after the parent has arrived and handed to him/her personally. The medication policy is to be followed regarding parental signature.

After the last child has left the setting, the senior member of staff on duty will check all the registers and all areas of the nursery.

Procedure to follow if an attempt is made to collect a child by an unauthorised person.

If we have not been informed by the parent/carer that a child is being collected by a person not named on the enrolment forms then the nursery we will refuse the collection of your child, we will remove the child to a safe place and inform a senior practitioner immediately. The senior practitioner will then contact the parents and obtain permission for the collection. If the parent is not immediately contactable, we will not release the child until we make contact.

We will explain to the person attempting the collection that we cannot allow the collection to take place until permission has been sought. The adult and the child will be kept apart until permission has been received. If necessary, sufficient members of staff are to remain on the premises to prevent the removal of a child.

If the person attempts to remove a child, we will physically prevent the removal of the child only to the extent that neither you nor the child is in danger. We will try to remove the person from the premises and call the police by dialling 999 and tell them that we need immediate assistance.

If a parent advises you that a named person (i.e. for legal reasons) must not collect a child ensure that the manager or senior practitioner is informed. The manager will inform all other staff and make an entry on the child's records.

We will supervise the front hall always when children are being collected to prevent unauthorised removal.

### **Adults arriving under the influence of alcohol or drugs**

Please refer to the alcohol and substance misuse policy.

### Procedure to follow when a child is not collected

If a child is not collected five minutes after the expected time of collection, the following procedure will be followed:-

- 1) Inform the senior member of staff on duty, who will then endeavour to make contact with the parents via telephone using the contact numbers held on the child's file
- 2) Should all parents telephone numbers be unavailable the next emergency contact numbers will be used to inform them of the problem and establish if there is anyone available to come and collect the child
- 3) The senior member of staff will remain with the child/children until they are collected.

If failure to collect your child happens on a regular basis, a charge will be made

This policy was adopted by	Small World Nursery
On	12 <sup>th</sup> August 2019
Date to be reviewed	August 2020
Signed on behalf of the provider	
Name and role of signatory	Melanie Whitley (Nursery Manager)