

## **Safety and Suitability of Premises, Environment and Equipment**

### **3h.11 Maintaining Children's Safety and Security on Premises**

#### **Policy Statement**

At Auden Place Community Nursery, 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 by an enhanced disclosure from the Disclosure and Barring Service.
- Adults never supervise children on their own, there are always at least two adults present. If this is not possible we have a separate lone working risk assessment and CCTV in the rooms. E.g. for the cloud Room and Star Room
- We adhere to the early years foundation stage curriculum, stating that all children are supervised by adults (18+) at all times. Apprentices can be counted in ratio from the age of 16, but are always working alongside other staff.
- We carry out regular risk assessments within the rooms and a general assessment throughout the nursery (twice daily) 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.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.
- We have a CCTV which operates 24 hours a day.

##### ***Answering the door***

Students, volunteers and new members of staff must never open the door unless authorised by a permanent member of staff. The person who answers the door must always look at the CCTV monitor first before letting them in. If the caller is not known then intercom must be used while identification is sought, i.e., name, reason for call, name of person the caller is here to see, and identification. The staff member must go to the door to greet the person. Before granting access always check with a senior member of staff. Never grant access to anyone who is not known.

N.B. If for any reason, the CCTV is down and we can not see who is at the door, then we must use the intercom to get voice recognition, and if we know who it is i.e. a parent, then we let them in. If we are not sure, then we do not use the buzzer entry, and go to the door to see who it is.

### *Visitors*

Any visitors, such as sales people, college assessors, workmen etc., must fill in the Visitors Book on arrival and when leaving the building. Identification must be shown, i.e. photo I.D. at all times.

### *Showing prospective parents around*

All prospective parents have to book an appointment before they are shown around or allowed to enter the nursery premises. We may already have their waiting list form containing their full name, address and telephone number. All prospective parents will need to sign the Visitors Book on arrival at the nursery and when leaving the premises, and will at no time be left unattended.

### *Authorised collectors*

Each child must have at least one authorised collector plus parents. Parents are required to provide Auden Place Community Nursery with a password and the full names and telephone number of each authorised collector.

At Auden Place Community Nursery, we understand that on occasions, emergencies arise and parents will need someone completely unknown to the nursery to collect their child. On these occasions, we require the parent to ring the nursery, giving the name and a brief description of the person collecting and then ask for the password on their arrival.

### *Persons other than those authorised arriving to collect children*

If a different person calls to collect a child and the parents have not informed the nursery then the parent's permission must be obtained before handing over the child.

Occasionally, some children are not allowed to come into contact with members of their own family. In such circumstances, a register is kept of each child and the names of those family members with whom that child is forbidden contact, and this will be made known to all staff members. If one of these family members should call at the nursery they must not be granted access and a senior member of staff must be called to deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately, and if necessary, the police are to be contacted.

### *Parents/carers arriving to collect children whilst intoxicated or under the influence of drugs*

If a parent/carer arrives to collect their child in what we deem as an 'unfit' state to care for them, then under no circumstances must the child be allowed to leave with them. The senior member of staff must calmly speak to the parent/carer and explain the situation. The other parent/carer must then be contacted, and failing that, the emergency contacts. If no other contact can be reached then Social Services will be contacted for further advice and guidance. If the parent/carer gets in any way violent at all, then the nursery must call '999'.