



Registered Charity No: 1128799

# Hollies Pre-school

## Security and Safety Policy

Last reviewed August 2018  
To be reviewed August 2020

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### Statement of intent

The safety, security and well being of the children and adults attending the Hollies is of paramount importance. Our setting is a safe and healthy place for children, parents, staff and visitors through having policies and procedures in place and by making sure all staff understand and follow them.

### Policy

We have suitable employer's liability insurance and public liability insurance. The insurance certificate is displayed in the entrance porch.

### Procedures

All staff have child protection, manual handling and first aid training, which is updated regularly.

Fire drills are held on a half termly basis on three separate days for preschool children and at breakfast and after-school club, as detailed in the Health and Safety policy.

All visitors to the setting will have their identification verified by the manager or a supervisor and sign in and out of the setting. Signing in sheets are kept next to the main entrance. All visitors will be provided with an ID Badge, which must be worn at all times.

Both gates at the Hollies have electronic coded keypads – this code is confidential to members of staff and is changed periodically, if a breach is suspected and when a member of staff finishes their employment at the setting. Parents can gain entry to the premises by a member of staff will opening the gate. There is a bell by the entrance to ring if needed. Gates will be locked during pre-school, breakfast and after school sessions, other than stated collection times.

The outdoor area is securely fenced and checked daily for any potential hazards. Any rainwater that has collected in equipment is emptied out before children use the area. The mud pit is covered when not in use. If sand is being left in the trough overnight the trough will be covered. The garden is free from poisonous plants, herbicides and pesticides.

When children and adults enter or leave the building the staff member will mark it on the register. Parents/carers must sign the child in and out and staff will close and lock the gate when they leave the premises.

When the gate is closed and locked the member of staff taking the register will count up how many children are marked in on the register and then count how many children are in the building to make sure the numbers correspond. A supervisor will then check the numbers. The member of staff marking the register will write the number of staff at the bottom of the register and check that all staff have signed in on the staff register.

If a child is leaving and returning during a session they must be signed out and marked out on the register. When they return they must be added to the end of the register and signed / marked in.

Children do not have access to the kitchen, office, sheds and storage room. All cleaning materials are kept in the kitchen in a locked cupboard. Only staff members use the washing machine. Non biological powder is used and is stored in the locked cupboard. There are separate hand washing facilities. All resources are stored in the sheds and storage room. They are stacked safely to prevent them accidentally collapsing.

All electrical equipment conforms to safety standards and is PAT tested annually. Electric socket covers are used and children are taught about safety. The temperature of the hot water is controlled to prevent scalds. Lighting and ventilation is adequate in all areas.

#### Visitors to the setting

Any visitors to the setting, including prospective parents are asked to provide photographic identification such as a driving licence or passport. They must leave their mobile devices in the office (see mobile phone policy). Visitors are asked to sign in on the sign in sheet and issued with a Hollies visitors pass. Visitors are never left unattended with the children.

#### Arrival of Children to Pre-school

A member of staff will be positioned on the main door and the supervisor will open the gate. The supervisor will remain at the gate until all children have entered and parents have left the premises.

Parents will sign their child in on the register as they enter through the main door and the member of staff will mark them in.

#### Collection of children from the Hollies

At pre-school collection times the children will be collected from the main building or the butterfly room.

A minimum of one member of staff will stay with the children. A member of staff will position themselves on the door with the register while the supervisor unlocks

and opens the gate. The supervisor will position themselves at the gate until all the children have left and the gate is locked.

At 3pm pick up the supervisor will let the parents in through the French window, closing and locking it when all parents have entered. Parents will leave via the main door with their child where the after-school supervisor will mark them out on the register.

If the usual person is unable to collect a child from Hollies, the person bringing the child to the Hollies must inform the supervisor when dropping off. The information will be recorded in the collection book which is kept at the main front door and the person will be asked to sign.

A password system is in place so that any adult collecting the child will be able to identify themselves. The person collecting the child must be 16 years or over.

If a parent is going to be late collecting their child from the Hollies they must contact us to make us aware of the situation by telephone at the earliest opportunity.

If a child will not be attending the setting when they are due to, the parents/carers must inform Hollies staff by telephone at the earliest opportunity.

If a member of staff suspects that a child's parent/carer is under the influence of drugs or alcohol, they must report this immediately to the manager/supervisor. No child will be discharged to a carer under the influence of drugs or alcohol. If the above is suspected, the manager/supervisor will contact the child's other stated next of kin/carer to take charge of the child. If no other contact can be made the police must be called – dial 101. The manager/supervisor will then contact the Poynton Health Clinic and a local health visitor will investigate the incident.

### Uncollected child

Parents of children attending the setting will be asked to provide, and keep updated, the following specific information, which is recorded on our registration form:

- Home address and telephone number;
- Place of work and telephone number;
- Mobile phone number;
- Name, address, home phone number and mobile number of adults who are authorised to collect their child from the setting;
- Who has parental responsibility for the child;
- information about any person who does not have legal access to the child.

On occasions when parents or the persons normally authorized to collect their child, are not able to collect the child, they provide us with written details of the name and telephone number of the person collecting their child.

Parents are informed that if they are not able to collect their child as planned they must inform us. They are provided with the Hollies phone number. We inform parents that we apply our child protection procedures in the event that their child is not collected by an authorised adult within one hour after the setting has closed.

#### Procedure for child not collected from the Hollies

If it is the end of the day a member of staff will sit with the child. If it is during the day the child will be allowed to continue to play with the group while the manager phones contact numbers. There will always be a minimum of 2 staff members with any child waiting to be collected. Under no circumstances are staff to go and look for the parent or take the child home with them.

The manager/supervisor will check the collection book for information about changes to the normal collection routines.

If no information is available, parents/carers are contacted at home and work.

If this is unsuccessful, the adults who are authorised by the parents to collect their child will be contacted (numbers on registration form).

All reasonable attempts are made to contact the parents and nominated carers.

If the setting is unable to contact anyone within 30 minutes of the session ending or the child is not collected within 1 hour of the session ending the police will be called – dial 101.

A full written report of the incident is recorded in the child's file.

Depending on the circumstances, according to the fees policy, we reserve the right to charge parents for the additional hours worked by our staff.

#### Afterschool club children

Parents/carers of afterschool children must inform the setting by telephone call or in person if their child will not be attending afterschool, before 3pm.

#### Procedure for reception/key stage 1 child not arriving for collection for afterschool club.

One member of staff to stay with the children in the library area.

One member of staff to go back to the child's classroom to check to see if the child is still there – check with the teacher if available.

Further search of the remainder of school. If the child is not found the school office must be informed.

#### Key stage 2 children.

Supervisor to contact school to inform them that the child has not arrived. It is schools responsibility to check where the child is.

### Intruder policy

Staff to calmly guide the children to a safe place away from the intruder, making sure they can exit the building if necessary. If unable to move children, offer reassurance and keep as calm as possible. Lock the building, if appropriate. One member of staff is to alert the police of the situation – dial 999.

All staff and children should be inside the building and the door locked, if the intruder remains outside. If unavoidable, the manager should deal with the situation until the police arrive.

The incident must be recorded on an incident form, kept in the office behind the contact book and placed in the general file in the correct section.

### Missing child

We have stringent procedures in place to ensure the safety of all our children. In the unlikely event of a child going missing the missing child procedure would be followed.

In such a situation staff must remain calm and avoid other children becoming anxious or worried.

### Child going missing on the premises.

- as soon as it is noticed that a child is missing the manager must be informed;
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out;
- all areas of the building and outdoor play area to be searched, making sure any small hiding places are checked;
- the manager calls the police – dial 999 to report the child missing and call the parents;
- the register is checked to make sure no other child has gone missing;
- two members of staff search immediate area around the Hollies – prioritise car park and front of school. School grounds up to the perimeter fence.
- One member of staff to search to the left of the entrance and over the fields, one member of staff is to search to the right (Hazelbadge Road and Wayside Drive).

### Child going missing on an outing.

This describes what to do when staff have taken a group of children on an outing, leaving a member of staff back in the setting. If there is not a member of staff back at the setting, the procedures are adjusted accordingly.

What to do when a child goes missing from a whole setting outing may be a little different, as parents usually take responsibility for their own child.

- as soon as it is noticed that a child is missing, staff on the outing ask the children to stand with their designated carer and carry out a headcount to ensure no other child has gone astray. One staff member searches the immediate vicinity, but does not search beyond that;
- the police are contacted immediately – dial 999;
- the manager (if not on the outing) is contacted. Manager will contact parents who make their way to the setting and the incident recorded. The manager will speak to the parents with another member of staff present and keep them informed of any developments;
- member of staff to wait for police to arrive at the point where the child went missing;
- staff/helpers to take children back to setting;
- in an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

Any incident of a child going missing must be reported to the management committee (safeguarding) as soon as possible. It must be reported to OFSTED as soon as possible – see general information folder.

#### The investigation.

A member of the management committee will carry out a full investigation. This will include:

- taking written statements from all staff who were on the premises or on the outing.
- The following points must be recorded:
  - Date and time of incident;
  - Date and time of report;
  - Names of staff in setting or if on outing names of staff and children in the group;
  - If on outing name of designated adult for the missing child;
  - When the child was last seen in the group/outing;
  - What actions have been taken since the child went missing;
  - The time it is estimated the child went missing.
- A conclusion is drawn as to how the breach of security happened;
- If the incident warrants police investigation, all staff must co-operate fully. If this is the case, the police will handle all aspects of the investigation.
- The insurance provider is informed.

#### Managing people.

Missing child incidents are worrying for all concerned. Part of managing the incident is to try keep everyone as calm as possible.

The staff will feel worried about the child, especially the designated carer responsible for the safety of the at child on the outing. They may blame

themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.

Staff may be the understandable target of parental anger and they may be afraid. The manager will ensure that staff under investigation are not only fairly treated, but receive support while feeling vulnerable.

The parents will feel angry and fraught. They may want to blame staff and may single out one member over others or they may direct their anger at the manager. When dealing with a distraught and angry parent/s there should always be two members of staff, one of whom is the manager and if possible a member of the management committee. No Matter how understandable the parents anger may be, aggression or threats against staff are not tolerated, and the police should be called.

The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly, but also reassure them.

In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The management committee along with manager will decide what action to take.

Staff must not discuss any missing child incident outside the setting including with the press.

### Fire Safety

See Health and Safety policy.

### Smoking

The Hollies has a strict no smoking policy. Smoking is not allowed within the pre-school or on the grounds. Smoking is not allowed whilst in uniform on or off the premises. This includes the use of e-cigarettes.

### Substance abuse (drugs/alcohol)

Alcohol is not permitted on the premises during working hours. Outside working hours is at the discretion of the management committee e.g. fundraising events. Staff under the influence of alcohol or drugs will be subject to disciplinary procedure (see 'Staff and Recruitment Policy'.)

### Power or water supply failure

If a power failure occurs, check the fuse box controlling the section of the building – children's toilets, kitchen, store room, art area or flower room. The main fuse

box is in the store room. If any switches have tripped turn to on position. If they continue to trip report to an electrician.

If it is a power cut phone school to see if they are affected and continue to communicate regarding reinstating of power.

We can continue to stay open as long as we have adequate lighting and heating (depending on the time of year).

If the water supply is cut off, contact school to see if they are affected and for information regarding length of time we are likely to be without water. Manager to make the decision regarding closure of the setting when information has been sought. The setting cannot remain open if without water for longer than an hour. Emergency drinking water to be kept on premises. This will be checked regularly and replaced when necessary.

If the decision to close the setting is made the manager is to contact all parents for collection of children.

### Incident book

The incident book is kept in the office. This book is confidential and must be used to record incidents involving anyone on the premises where we feel the situation needs to be noted and the information will be needed for future reference. If it is a safeguarding concern the appropriate forms must be completed (kept behind the contact folder in the office), and the DSL/DDSL informed.

For example, but not limited to:

- biting incident;
- acts of extreme aggression towards another child or member of staff;
- inappropriate language / gestures used by a child;
- intentional damage to resources and equipment.

Incidents including those that are reportable to the Health and Safety Executive are recorded on a record of incident form - Appendix A (kept behind the contact folder in the office). These incidents include:

- Break in, burglary, theft of personal or the settings property;
- Fire, flood or electrical failure;
- Attack on a member of staff or parent on the premises or nearby;
- Any racist incident involving staff or family on the premises;
- Death of a child;
- A terrorist attack or threat of one.

Information to be recorded:

- Date and time of incident;
- Nature of incident;

- Who was involved and/or affected;
- What was done;
- Crime number if reported to the police;
- Any follow up or insurance claim.

### Staff safety

Staff read through, sign and discuss safety procedures and policies during their induction period. Staff receive first aid training, manual handling training and health and safety training, which is updated regularly.

Clear signs are displayed for all emergency exits and during induction exits will be shown to staff. These are checked on an annual basis as part of the Risk Assessment review.

Any staff on site on their own must inform a responsible adult, when they arrive and when they are leaving the building. The manager should be informed of their intention to be in the setting. Staff must have the 'Panic Guard' app installed on their phone.

Two staff should be present when opening up in the morning and when locking the setting's gate and the main school gate.

Any accidents or incidents involving staff should be recorded in the accident or incident book. Any accident requiring treatment by a hospital or general practitioner or any dangerous occurrences must be reported to the relevant authorities (RIDDOR/OFSTED).

Staff must always wear the Hollies uniform – tunics/polo shirts and fleeces are provided. Black trousers and sensible shoes must be worn – trainers or boots are recommended.

Jewellery must be kept to a minimum:

- Stud earrings;
- No bracelets;
- No large stoned, sharp rings;
- Any bodily piercings must be covered.

### Outings

Parents give their consent for their child to be taken out onto the school field and adjacent field on the agreement form.

When small groups of children are taken out onto the field during a pre-school session their names and staff names are recorded and kept with the register. Risk assessments are carried out and reviewed when necessary.

Before taking the children out a member of staff will give a safety talk and explain what the purpose of the outing is to the children.

The children will wear yellow tabards when leaving the Hollies premises, including the school field.

If the whole group of children are included in the outing the building must be locked. The school must be informed if the building is empty or if there are any staff still working in the building, and again when the group returns to the Hollies.

In the unlikely event of a child going missing the missing child policy should be followed.

# Appendix A

## Incident report

Date .....

Time of incident .....

Nature of incident .....

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Who was involved and/or affected.....

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What was done .....

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Crime number if reported to the police .....

Any follow up insurance claim.....

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Name and position of person recording incident

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Signed ..... Date .....

Policy Review

This Security and Safety Policy will be reviewed August 2020 or sooner if there are any changes to statutory requirements or incidents. Following each review all staff are expected to read the policy and sign to say they have read and understand it.

This policy was reviewed by the management committee August 2018.

Name Debbie Moore-Grundy  
Date

Role Manager / DSL

Signature

Checked and agreed by Amanda Gatenby.  
Date

Role Director

Signature