

Swanwick Pre School 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.
- Adults supervise all children at all times.
- Whenever children are on the premises at least two adults are present.
- All visitors are accompanied at all times.
- All staff and students wear name badges
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- Storeroom door is locked at all times and can only be accessed by a twist lock at the top. Access is for staff only.

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 video entry system prevents unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- Our staff checks the identity of any person who is not known before they enter the premises.
- We keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.
- We have installed entry phones at the main gate.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

▪ **INTRUDER POLICY**

- -Tailgating is not allowed. All parents/visitors are told.
- -Intercom systems and camera
- -All ID is checked, all visitors are signed in.

- If an intruder/stranger rang the bell we would;
 - -Go outside to the gate to see what he/she wanted
 - -Assess the person, check ID and if still in any doubt will ring number on the badge or company number from telephone book
 - -We will only allow access for bona fide visitors; otherwise they will be politely turned away.

- If an intruder/stranger accesses the premises uninvited
 - 1. -Climbs the wall and enters outside area, then we would calmly bring the children inside and register check all.
 - We would call the police.
 - -If the intruder were visible to the children inside we would remove them to a different room.
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 - 2. -Accesses the side door,
 - -We would question them at the door with the latch in place.
 - -We would ask them to leave the premises if uninvited/ not known.
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 - 3. In a dangerous situation/emergency, beyond normal circumstances we would quickly move the children to a place of safety, e.g. lockable office or storeroom.
 - Staff would have to quickly assess the situation keeping the children as calm as possible. Their safety is our main concern.

This policy was adopted by	Swanwick Pre School	<i>(name of provider)</i>
On	Sept 19	<i>(date)</i>
Date to be reviewed	Sept 20	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Martin Dye	
Role of signatory	Chair	