

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

### **8.2 Maintaining children's safety and security on premises**

#### **Policy statement**

At Trinket Box, 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.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments 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.
- On arrival to our setting, there are at least 2 members of staff at the front doors to welcome the children in.
- Pushchairs and buggies are not allowed within the building, they must be left outside. Any children left in buggies outside are the parents/carers responsibility, not any Trinket Box staff.
- Once the initial rush of children and parents/carers have entered, the outside front door will be shut and only opened as individual parents are arriving or leaving.
- The door to the garden is not opened until the front doors are closed.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep our front door locked on a key fob system and the gate from the car park locked shut at all times.
- We have an entry phone and camera in the foyer, by the main door.
- The personal possessions of staff and volunteers are kept in the kitchen during sessions.
- Minimal petty cash is kept on the premises.

*If a member of staff observes an individual who appears suspicious or out of place, they should adopt the following procedure:*

- Approach the individual (if safe to do so), asking for their name and purposes in the pre school or contact the Manager
- Explain that all visitors must be signed in and proceed to so
- Depending on the circumstances and the demeanour of the intruder, the Manager will make every effort to call the police if necessary. If the person appears agitated, irrational or refuses to leave the building in a peaceful manner we will endeavour to calm the person using a low calm reassuring voice, whilst another member of staff alerts the police
- Do not attempt to physically detain or restraint the person. If he/she leaves prior to the police attending then inform the police accordingly.
- The incident will be logged and relevant authorities advised as necessary.
- If the member of staff suspects that the intruder is armed or possesses a safety hazard he/she will alert all staff and call the police immediately, giving the operator full details.
- Staff will direct the children away from the intruder and the intruder will be reassured that it will not be necessary to consider using the weapon. Attempt to remain calm until the police arrive, minimising erratic movements so as not to startle or agitate the person.
- Do not attempt to disarm the individual.
- Back away slowly and leave the area if possible. Both hands should be up with your palms facing the intruder
- Once the police arrive give them full details including location of intruder, description, whether any threats have been made or any weapons are present.
- Endeavour to keep media and members of the community away from the pre school by alerting the school site manager
- All children should remain with their designated staff member until their parents arrive to collect them.
- All staff involved should write a full report and a thorough investigation of the incident will be made.
- Authorities will be informed as necessary.

#### *Dealing with agitated parents in the setting*

- If a parent appears to be angry, mentally agitated or possibly hostile, two members of staff will lead the parent away from the children to a less open area, but will not shut the door behind them.
- If the person is standing, staff will remain standing.
- Members of staff will try to empathise and ensure that the language they use can be easily understood.
- Staff will speak in low, even tones, below the voice level of the parent.
- Members of staff will make it clear that they want to listen and seek solutions.
- If the person makes threats and continues to be angry, members of staff make it clear that they will be unable to discuss the issue until the person stops shouting or being abusive, while avoiding potentially inflammatory expressions such as 'calm down' or 'be reasonable'.
- If threats or abuse continues, members of staff will explain that the police will be called and emphasise the inappropriateness of such behaviour in front of children.

- After the event, details are recorded in the child's personal file together with any decisions made with the parents to rectify the situation and any correspondence regarding the incident.

**\*This policy is approved by the Committee and reviewed annually\***

**Other useful Pre-school Learning Alliance publications**

- Managing Risk (2009)