



Maintaining Children's Safety Policy

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 regularly checked (minimum every 3 years) for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- We request references for all new members of staff.
- 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 assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- We maintain appropriate adult to child ratios and do not exceed the maximum number of children as determined by OFSTED.

Security

- Systems are in place for the safe arrival and departure of children. There is always a senior member of staff on the main door to greet the children and parents at the start of the day
- Children are signed in by a staff member from each room, and signed out when they leave.
- Staff are signed in on each room register.
- At the end of the day a senior member of staff stands on the main exit door to ensure that the children leaving are collected by the authorised person and are safely handed over.
- 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 front door is locked, and the key placed on a hook by the front door.
- The garden gates are padlocked when the children are playing outside.
- A gate is secured as a physical barrier
- The personal possessions of staff and volunteers are securely stored in the staff room during sessions, office staff's belongings will be stored in the office.

Photographic devices

- Only the nursery management team will have access to the nursery phone, all staff phones will be kept in the office.
- The Pre-school tablets must only be used in the main rooms or garden and when not use must be kept in the office.

Safeguarding training

- All staff must undertake Safeguarding training. In addition, the manager and deputy must undertake Specialist Safeguarding training.

Policy for authorisation to collect children from Pre-school

- To ensure that children in our care are collected by authorised adults only, the following procedures will be adhered to by our staff:
 - When a child is first registered at Little Nick Nursery and Preschool, a child details form must be completed detailing those adults who have parental responsibility and any other responsible adults (over 16 years) who are authorised to collect the child. Photographs of those authorised to collect will be handed into your child's key worker to be kept on file and a password given. This form must be updated by the parents if there are any changes to these arrangements and staff must be kept informed. Parents must inform the staff who will normally be collecting the child and always inform them if someone else is going to collect the child, giving them a description and assigning a password.
 - If an unknown or unauthorised person arrives to collect a child then under no circumstances will we release the child to them even if the correct password is given. We will contact the parents/carers immediately to inform them that we cannot



release the child. If required we will contact the police if the unknown person is suspected to be an intruder.

- If a known person arrives to collect a child but is not the normal person who collects and we have not been informed that they are collecting the child that day then we will first contact the parents to check the child can be released, ensuring that the parent gives a description and password.
- If a known person arrives to collect a child but is not in a state which we deem suitable to care for a child (e.g. acting violently or under the influence of alcohol or other substances) then we will not release them. We will call another authorised person to come and collect the child.
- In the event of disputes between parents that have not been through the courts, we cannot prevent the child from being collected by one of the parents if they still have legal parental responsibility. We will however get in touch with the main parent contact and speak to them before releasing the child, if necessary allowing time for that parent to speak to the other parent or come to the pre-school to agree between them who will take the child home. The child's best interest and welfare are of paramount importance and every effort will be made to avoid distressing scenes in front of the child. A Working in Partnership meeting will be held with both parents to come to a mutual arrangement.
- In the event that there is a court order in place to prevent access by a parent then we will adhere to this and place a copy on the child's file. The Central Office Safeguarding Team will also be made aware of the situation. Meetings will be set up if necessary and photographic evidence of the parent involved will be kept on the child's file, and placed in the office, to ensure all staff are aware.
- *Late collection* - should a child not be collected by the end of the day and we have not been notified of any reason for the delay we will follow the following procedure:
 - After 15 minutes we will make contact with the parent to find out why they are delayed.
 - If they are not available we will try to contact other nominated adults authorised to collect.



- If we have been unsuccessful in making contact with any of the authorised adults after 60 minutes, we will contact the Duty Officer at Children's Social Care, and follow their instructions. Refer to our Uncollected Child Policy for further information.
- If a parent is late to collect their child a £5 late fee will be charged and added to their next invoice.