

35. Security

Statement of intent

Polesden Lacey Playschool ensures that only authorised persons have access to the premises. Risk assessments are undertaken, equipment, medicines, cleaning products and confidential records are stored securely, when the Playschool is in operation in order to protect the safety of children and staff.

Aim

Polesden Lacey Playschool aims to operate a strict policy that ensures the safety of all our children, parent/guardians, staff and visitors.

Practice

It is the management team's responsibility to:

- ensure the premises are secure at all times;
- take reasonable steps to reduce the risk of theft, damage and breach of security by removing cash from the premises overnight and placing valuable equipment out of sight;
- to check the main playground, orchard and allotment gates are locked before allowing the Playschool children into the playground;
- to ensure that all parent/guardians, staff and regular contractors/visitors understand how to gain entry during Playschool hours;
- regularly check that the security measures are fully functioning to meet the terms of the procedure;
- routinely undertake risk assessments of the building, equipment, activities and outings;
- ensure that staff are aware of their responsibility to be vigilant at all times and that access is only granted to authorised persons;
- instigate disciplinary procedures should staff fail to follow the security procedures;
- undertake Enhanced Disclosure and Barring Service (DBS) checks specific to working within the children's workforce for all staff and regular contractors/visitors;
- establish a robust system to store confidential records;
- implement and maintain a signing in and out procedure for all staff and visitors;
- establish a robust ID check for emergency contacts to collect children from Playschool;
- ensure that contractors and visitors do not have unsupervised access to the children;
- escort unauthorised personnel from the premises and record the incident;
- daily the duty manager will sign staff in and out of the setting
- implement and maintain a child's register in and out of the Playschool at the beginning and end of their session;
- check the identify of telephone callers before releasing or confirming any information;
- adapt or increase security procedures to meet unprecedented challenges e.g. potential intruder;
- ensure that two adults are present when a single child is on the premises;
- display photographs of all staff clearly showing their name, role and responsibilities; and
- ensure that medicines, cleaning products and anything potentially harmful to children is stored out of reach and is fully supervised when in use.

It is the responsibility of members of staff to:

- confirm their understanding of security procedures and the expectation of constant vigilance of children;
- check the identify of telephone callers before releasing or confirming any information;
- report any concerns about security equipment or external fence/gate e.g. being fit for purpose or fully functioning;
- report all breaches in security such as by colleagues or parent/guardians;

- comply with security procedures with regard to their own behaviour, dealing with parent/guardians and visitors and children;
- accurately declare their suitability to work with children and involvement with the police when asked at supervisions;
- care for their own property in the Playschool;
- protect themselves from allegations by notifying a colleague that they are about to be alone with a child;
- regularly undertake a headcount the number of children as they move from activity to activity and during transition times at the beginning and end of the day. And should be able to answer the question; 'How many children are you caring for at the moment?'; and
- be extra vigilant in monitoring the arrival and departure of children during busy times.

It is the responsibility of contractors and visitors to:

- sign in and out of the visitor's book;
- keep their mobile phone either in their vehicle or not to be used
- wear an ID pass for the duration of the visit;
- ask permission before entering any space containing children;
- vigilant about their own property and equipment and how it is used; and
- report any concerns before leaving the premises.

Policy Review

As part of Polesden Lacey Playschool monitoring of security this policy will be subject to periodic review.

Policy adopted by: Ellie Pragnell (Chair), Caroline O'Leary (Manager)

Date: September 24

Policy Review Date: September 25