

WORLINGHAM PRE-SCHOOL

Arrivals and Departures of Children and Adults Premises and Security Policy

Statement of Intent

By ensuring adequate measures are in place and followed by all adults and children, Worlingham Pre-school will be a safe and secure environment for everyone inside and outside the building.

Aim

We aim to maintain a safe and secure environment for all adults and children involved with the pre-school. The arrival and departure of children and adults will be monitored and recorded. We will ensure all security measures are up-to-date and regularly reviewed.

Methods

Security of Premises:

1. All doors from the outside into the building are securely locked when a Pre-school session is not in place.
2. During sessions the front door is kept locked at all times and opened by a member of staff only to let someone in and out of the building.
3. No unauthorized person will be able to enter the premises without the staff being able to check their identity.
4. The back entrance door opens into a secure fenced area which is monitored by staff when any children are playing in this outside area.
5. There is an internal door to the kitchen and another to the office which remains closed at all times during a session, there is a high-level chain to both doors to ensure children, cannot enter these areas without supervision.
6. All confidential records regarding children and staff remain in a locked cabinet at all times.
7. Any changes to the premises which may affect the level of care provided for the children, such as changes to space available, are reported to Ofsted.

Security of Children and Adults:

1. All visitors, volunteers, students, and any other adult is required to sign the visitors book when entering the premises, stating the reason for their visit and the time of arrival and departure.
2. Staff will be made aware, in advance, of any visitor coming to the pre-school.
3. When a child starts at the pre-school the parent/carers are required to give the names, contact details, and relationship to the child, of every person who will be responsible for bringing and collecting the child.
4. In the event of a person other than the parent or regular carer collecting a child from the pre-school a form must be completed in advance giving the person's name, password, description, relationship to the child and contact details. A child will not be released into the care of an adult without this prior permission of the parent/carers.
5. A telephone password is also given to each parent/carer when their child first starts at the pre-school. This is used when a parent/carer telephones the pre-school to state someone else is collecting if the parent/carer in question cannot pick their child up at short notice and they telephone to inform the pre-school that someone unknown to the pre-school will be collecting their child. The telephone password is asked for by staff and a different password is asked for by staff from the parent/carer and a description, relationship for the new person/s collecting instead. e.g. car broken down, parent/carer has to ask someone else like neighbour/cousin to collect unknown to pre-school staff.
6. A member of staff is in place beside the open front door as children and parent/carers arrive for each session, this member of staff records the arrival time of each child.
7. At the end of a pre-school session parents/carers are asked to line up in the entrance lobby, a member of staff will be in place at the open door and will call each child's name in turn as the parent/carer comes to the front of the line.

No child will be allowed to leave the session until their parent/carer or person given permission to collect by parent/carer has arrived.

This policy was adopted at a meeting of Worlingham Pre-school

Held on 6th November 2019

Signed _____
On behalf of the Management Committee/Proprietor

Role of Signatory _____

Review Date November 2020