

8.2 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.
- 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.
 - At drop-off at 9.00am, there can be a large number of families arriving at the same time. A member of staff will unlock the external door and set it to manual to allow parents and children to enter the lobby area where the children will find their peg on which to put their personal bags/coats. The member of staff on the door will mark each child as having arrived on the register. A different member of staff will then welcome the children into the main room, monitoring the internal door to ensure no child leaves the room once their parent has left. This will continue until all children are in, they are marked in on the register and all parents have left the premises. The external door is then set back to access control which will keep the door locked.
 - At drop-off and collection time at 12.00pm, there can be a crossover of families arriving and leaving. Staff will use the access control to unlock the door allow the arriving families to enter and will then shut the door behind them. The door will not be set to manual. The door will be re-opened for anyone arriving after the door is shut. At NO time will the external door remain open. The door is opened and shut for each arriving or leaving family.
 - At collection time at 3.00pm there can be a large number of families arriving at the same time. Staff will unlock the external door and set it to manual to allow parents to enter the building. A different member of staff will stand at the internal door holding it open to allow arriving families to enter the main room where they can collect their children. When the parents have entered, the internal door is closed behind them. As each family is ready to leave, the staff member on the internal door will sign out the child on the register and when all children have left the building, the external door is set back to access control which will keep the door locked.
 - If we been informed that someone other than a parent is collecting a child and have not met them before, then we will ask to see some identification and the collection password, and check this against our authorised to collect list.

If we have not been informed that someone other than a parent is collecting a child, then we will always contact the parent to check that this is authorised before releasing the child into their care.

- The arrival and departure of children is recorded on the register.
- The arrival and departure times of adults – staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
 - The main door has access control and can only be opened by a member of staff.
 - The interior doors have a key pad restricting entry into the room to those who know the code.
- Our systems prevent children from leaving our premises unnoticed.
 - The interior door handles are at high level to prevent children from opening the doors.
 - The external door has access control and can only be opened by a member of staff.
- We only allow access to visitors with prior appointments.
- Only employed staff (not students, volunteers or work experience placements) have permission to open the door.
- Our staff check the identity of any person who is not known before they enter the premises.
- Visitors will always be accompanied by a member of staff and will be asked to leave their personal belongings and mobile phone in the office.
- We keep the external door on access control at all times, restricting entry to the building to staff only.
- Parents or visitors will not be allowed to not answer the door, let anyone in, or hold the door open for anyone entering (even if they are known to them).
- The personal possessions of staff and volunteers are securely stored in the meeting room during sessions.

Version	Changes Made	Author	Date	Review Date
1.0	Baseline version	N Hanlon	18 th April 2019	January 2020
1.1	Reviewed – no changes	N Hanlon	24 th January 2020	January 2021
1.2	Minor changes to reflect new premises	N Hanlon	20 th January 2021	January 2023
1.3	Minor changes to reflect new premises	N Hanlon	25 th January 2023	January 2025