



## **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.

## **Security policy**

### **Policy statement**

It is our aim at Peekaboo Childcare (Torquay) Limited to maintain the highest possible security of our premises to ensure that each of our children is cared for safely at all times. The nursery front and interior door will be locked at all times via a intercom controlled locking system and a passcode locked door. The intercom must be used by anyone wanting permission to enter and identification will need to be checked by a senior member of staff. CCTV is used to check the identity and suitability of the person wanting to gain access. These measures also control the ability to exit the nursery and all doors are passcode controlled meaning all persons must be escorted off the premises. This also means that the children are unable to exit without staff's knowledge. We make safeguarding the children in our care our first priority, starting with gaining access to our nursery. **Within the guidance of the EYFS Framework on continuous indoor / outdoor play, staff need to be extra vigilant with regards to this policy.**

### **Policy**

#### **Children's personal safety**

- We ensure all our staff, students; volunteers have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.*
- All children are supervised by adults at all times*
- Our nursery is designed so that no member of staff is out of visual contact from another member of staff at any time the majority of the time. Where they are out of sight, staff use walkie talkies to communicate, CCTV covers the full area so the staff are visible and only qualified staff can be alone with children.*
- We aim to always have at least two members of staff on the premises whenever children are present.*
- We carry out risk assessments to ensure our children are not made vulnerable within any part of our nursery or when taking part in activities.*
- Staff are not allowed to carry mobile phone on them during sessions.*

#### **Security measures in place**

- We have systems in place for the safe arrival and departure of children. The front door is controlled by an intercom system and a senior member of staff greets any person wanting access through the intercom. All persons wanting to gain access can be seen on CCTV and a staff member will grant access to the cloakroom area if they recognise the adult. The internal door from the cloakroom to the nursery is also passcode controlled and the code is changed regularly.*
  - The times of the children's arrival and departure are recorded.*
  - The arrival and departure times of all adults (staff, volunteers and visitors) is recorded.*
  - Photographs of staff are displayed at the entrance of the nursery .*
  - All visitors are asked for identification before being allowed into the setting and must sign in the visitor's book and sign out when they leave*
  - The doors and gates into the garden can only be opened from the inside allowing children access in to secure outdoor areas.*
  - Children are only allowed to go home with a person who has the secure pincode provided on their Family account.*
  - If the person who has come to collect does not have the pincode from Family account, they will not be given access to the nursery or child and the child's parents will be informed immediately*
  - Our systems prevent children within our care from leaving our premises unnoticed.*
- When playing in the Front garden the gate is locked by a staff member BEFORE any children are allowed into the garden area. It remains locked at all times whilst the children are out in the garden. If a visitor/parent wants to gain access, all children are taken back inside the nursery before the gate is unlocked and the visitor is allowed access.*
- Personal possessions of staff are stored safely during sessions in the staff room out of the nursery room*

### ***Nursery Door Procedure***

- *staff answer the telephone linked to the intercom and view the person via CCTV.*
- *If person is recognised they are granted access via an automatic lock released door to the nursery cloakroom.*
- *If the person is not recognised they are questioned by staff about their purpose at the nursery and will only be granted access if they have an appointment with management. Management will be called if the person does not have an appointment and will make the decision of whether or not to grant access.*
- *All visitors must be met in the cloakroom by a senior member of staff and asked for identification.*
- *Parents are asked to wait in the cloakroom and a staff member will let them onto the nursery through the passcode locked door.*
- *No parent, visitor, student or volunteer must know the passcode for the doors and procedures are in place.*
- *Any person found operating the doors that should not be is either dismissed (employee or student), given notice to leave (parent) or asked to leave immediately (visitor).*

**Procedures for:**

**Intruders posing a safety hazard**

- Politely greet the intruder, identify yourself and ask the purpose of their visit. Having a member of staff close by to secure the door and for support if needed.
- Explain that all visitors must sign in.
- If the intruder becomes agitated and refuses to leave the building peacefully endeavour to calm the person whilst trying to gain the attention of your staff member to call the police.
- If the caller persists, the children and staff will assemble together in the rock pool room and will be distracted by staff, an iPad operating Family and telephone will be taken with them, and they will stay there until the police arrive.
- If the person leaves before the police arrive do not attempt to detain them.
- If the person does not leave before the police arrive. Explain to the officers what has happened, so they can deal with the intruder and find a cause for arrest.
- Remember to log the incident and review security measures.

**Procedure if:**

**Intruder is armed**

- All staff will be alerted, panic alarm to be activated (one in office and one in cloakroom) and the police contacted immediately.
- Try to remain calm diverting the intruder as far away from the children as possible.
- The children and staff will assemble together in the rock pool room and will be distracted by staff, an iPad with Family on and telephone will be taken with them, and they will stay there until the police arrive.
- If the intruder shows a weapon try to remain calm do not try to disarm them, reassure them that it is not necessary for them to use it.
- Once the police arrive, make them aware of where the intruder is and any weapon you may have seen describing the intruder and reporting anything relevant the intruder may have said.
- All staff and children should remain where they are unless directed otherwise by the police.
- Incidents should be recorded and security procedure reviewed and updated.

**Legal framework**

Early Years Foundation Stage Statutory Framework 2014

This policy was adopted by	Peekaboo Childcare (Torquay) Limited	<i>(name of provider)</i>
On	April 2021	<i>(date)</i>
Date to be reviewed	April 2022	<i>(date)</i>
Signed on behalf of the provider	_____	

Name of signatory

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Alexandra Morton

Role of signatory (e.g. chair, director or owner)

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Director

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