



Registered Charity No: 1128799

Hollies Pre-school

Security and Safety Policy

Last reviewed August 2011

To be reviewed August 2012

Statement of intent.

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- Outdoor area
- Register
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Statement of intent.

The safety, security and well being of the children and adults attending the Hollies is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and visitors by having policies and procedures in place and by making sure all staff understand and follow them.

Policy.

We have employers liability insurance and public liability insurance. The insurance certificate is displayed in the entrance porch.

Procedures.

All staff have child protection, manual handling and first aid training. Fire drills are held on a half termly basis on three separate days. All visitors to the setting must provide identification and sign in and out of the setting.

Both gates at Hollies have coded padlocks – this code is confidential to members of staff. To enter the premises when gates are locked a member of staff will open the gate. There is a bell by the entrance to ring if needed. Gates will be locked during pre-school, breakfast and after school sessions, other than stated collection times.

The outdoor area is securely fenced and checked daily for any potential hazards. Any rainwater that has collected in equipment is emptied out before children use the area. The sand pit is covered when not in use and the sand is replaced regularly, at which time the sand pit is cleaned. The garden is free from poisonous plants, herbicides and pesticides.

At collection times the children will be either seated at the tables with their bags and coats or in the rainbow/flower room with their bags and coats along the wall under the rainbow room window. Children are encouraged to sit at the table/wait in the room until their parent/carer comes over to collect them.

One/two members of staff will stay with the children. A member of staff will position themselves on the door with the register while the supervisor unlocks and opens the gate.

When children and adults enter or leave the building the staff member will mark it on the register. Parents/carers must sign the child in and out and close the gate when they leave the premises.

When the gate is closed and locked the member of staff taking the register will count up how many children are marked in on the register and then count how many children are in the building to make sure the numbers correspond. A supervisor will then check the numbers. The member of staff marking the register will write number of staff at the bottom of the register and check that all staff have signed in on the staff register.

If a child is leaving and returning during a session they must be marked out on the register in green and marked back in on their return in pink.

Any visitors to the setting must complete and sign in the signing in sheets - these are kept by the entrance door.

Children do not have access to the kitchen, office, sheds and storage room. All cleaning materials are kept in the kitchen in a locked cupboard. Only staff members use washing machine. Non biological powder is used and is stored in the locked cupboard. There is separate hand washing facilities. All resources are stored in the sheds and storage room. They are stacked safely to prevent them accidentally collapsing.

All electrical equipment conforms to safety standards and is checked regularly. Electric socket covers are used and children are taught about safety. The temperature of the hot water is controlled to prevent scalds. Lighting and ventilation is adequate in all areas.

Collection of children from Hollies.

If the usual person is unable to collect a child from Hollies, the person bringing the child to Hollies must inform the supervisor when dropping off. The information will be recorded in the collection book which is kept at the main front door and the person will be asked to sign.

A password system is in place so that any adult collecting the child will be able to identify themselves. The person collecting the child must be 16 years or over.

If a parent is going to be late collecting their child from Hollies they should contact us to make us aware of the situation.

If a child will not be attending the setting when they are due to, the parents should inform Hollies staff.

If a member of staff suspects that a child's parent/carer is under the influence of drugs or alcohol, she must report this immediately to the Supervisor. No child will be discharged to a carer under the influence of drugs or alcohol. If the above is suspected, the supervisor will contact the child's other stated next of kin/carer to take charge of the child. The Supervisor will then contact the Poynton Health Clinic and a local health visitor will investigate the incident.

Procedure for child not collected from Hollies.

If it is the end of the day a member of staff will sit with the child while the supervisor phones contact numbers, until an appropriate person has been contacted and can make arrangements for the child to be collected.

If it is during the day the child will be allowed to continue to play with the group while the supervisor phones contact numbers.

If unable to contact anyone within 30 minutes of the session ending emergency services are contacted. Poynton Police Station 610000. Two members of staff will stay with the child until they are collected. Under no circumstances are staff to go and look for the parent or take the child home with them.

A full written report of the incident is recorded in the child's file.

Procedure for child not arriving at Hollies or for collection for after school club.

One member of staff to stay with the children in the library area and phone Hollies to see if we have received a call to explain the absence of the child. Supervisor to phone parents.

One member of staff to go to child's classroom and check to see if child is still there – check with teacher if available or with the office staff to see if child has been in school.

Inform the school that the child has not arrived and take the group back to Hollies. The child is the schools responsibility until collected by a member of Hollies staff.

Lower Park school are responsible in ensuring any children in year 3 and above are sent to the after school club. However, should a child not arrive, a member of staff will go to classroom and check if they are still in school. If they cannot find them the school will be informed that the child has not arrived and parents will be contacted.

Intruder policy.

Staff to calmly guide the children to a safe place away from the intruder, making sure they can exit the building if necessary. If unable to move children, offer reassurance and keep as calm as possible. One member of staff to alert the police of the situation.

Supervisor and one member of staff to deal with the situation until the police arrive.

Incident must be recorded in the incident book.

Missing child.

We have stringent procedures in place to ensure the safety of all our children. In the unlikely event of a child going missing the following procedure would be followed:

- All areas of the building and outdoor play area to be searched, making sure any small hiding places are checked.
- Two members of staff search immediate area around the Hollies – car park and school grounds up to the perimeter fence.
- Supervisor to inform school.
- Telephone parents and contact police giving a description of the child Poynton Police station 610000.
- One member of staff to search to left of entrance, over the fields, one member to search to the right (Hazelbadge road and Wayside drive). One member of staff to search to the right and

up Hazelbadge road towards the bridge and onto housing estate.

Fire Safety

All fire equipment is checked and serviced annually. The fire alarm is maintained and checked every 6 months.

A fire risk assessment has been done and is reviewed regularly.

The fire alarm is tested weekly on a Wednesday at 6pm when all the children have left the building.

Fire drills are held half termly on three separate days to ensure all children experience the routine. It is the supervisors responsibility to record the fire drill stating date, time, exit used, number of children and adults, approx time taken and signing the record.

1. Ring fire bell and pick up registers (main, staff, visitors signing in sheet). Alarm will sound during school fire practice.
2. Lead the children out of the building using the double doors or side door fire exit.
3. Supervisor to check building to ensure everyone has left the building.
4. Walk the children round to the netball court and line up along the left hand side fence.
5. Count number of children and adults and check against the register. Take roll call – staff to answer for younger children unable to answer.
6. Explain to the children the reasons for practice and that there is not a fire, so it is safe to re-enter the building.

If you discover a fire

Break the glass on fire alarm and follow procedures above.

If any persons are missing report to school representative in charge.

Do not re-enter the building.

If you hear the alarm.

Follow above procedures.

Smoking.

The Hollies has a strict no smoking policy. Smoking is not allowed within the pre-school or on the grounds. Smoking is not allowed whilst in uniform on or off the premises.

Substance abuse (drugs/alcohol)

Alcohol is not permitted on the premises during working hours. Staff under the influence of alcohol or drugs will be subject to disciplinary procedure.

Power or water supply failure.

If a power failure occurs, check the fuse box controlling the section of the building – childrens toilets, kitchen, store room, art area or flower room. The main fuse box is in the store room. If any switches have tripped turn to on position. If they continue to trip, find source and rectify.

If it is a power cut phone school to see if they are affected and continue to communicate regarding reinstating of power.

We can continue to stay open as long as we have adequate lighting and heating (depending on the time of year).

If the water supply is cut off, contact school to see if they are affected and for information regarding length of time we are likely to be without water. Supervisor to make decision regarding closure of setting when information has been sought. The setting cannot remain open if without water for longer than an hour. Emergency drinking water to be kept on premises.

If the decision to close the setting is made supervisor to contact all parents for collection of children.

Incident book.

The incident book is kept by the main entrance. This book is confidential and must be used to record incidents involving anyone on the premises where we feel the situation needs to be noted and the information will be needed for future reference.

For example:

- biting incident
- acts of extreme aggression towards another child or member of staff
- inappropriate language / gestures used by a child
- intentional damage to resources and equipment

Incidents including those that are reportable to the Health and Safety Executive are recorded in the back of the incident book. These incidents include:

- Break in, burglary, theft of personal or the settings property
- Fire, flood or electrical failure
- Attack on a member of staff or parent on the premises or nearby
- Any racist incident involving staff or family on the premises
- Death of a child
- A terrorist attack or threat of one

Information to be recorded:

- Date and time of incident
- Nature of incident
- Who was involved and/or affected
- What was done
- Crime number if reported to the police
- Any follow up or insurance claim

Staff safety.

Staff read through and discuss safety procedures and policies during their induction period. Safe lifting, use of ladders information is provided during induction.

Staff attend a first aid course, manual handling course and health and safety course as soon as possible after they start working at the setting.

Clear signs are displayed for all emergency exits and during induction exits will be shown to staff.

Staff do not remain in the building on their own or leave on their own. Two staff should be present when locking the settings gate and the main school gate.

Any accidents or incidents involving staff should be recorded in the accident or incident book. Any accident requiring treatment by a hospital or general practitioner or any dangerous occurrences must be reported to the relevant authorities (RIDDOR).

Staff must always wear the Hollies uniform – t-shirts and fleeces are provided. Black trousers and sensible shoes must be worn – trainers or boots are recommended.

Jewelry must be kept to a minimum:

- Stud earrings
- No necklaces or bracelets
- No large stoned, sharp rings
- Any bodily piercings must be covered.

Outings.

Parents give their consent for their child to be taken out onto the school field and adjacent field on the agreement form.

When small groups of children are taken out onto the field during a pre-school session their names and staff names are recorded and kept with the register. Risk assessments are carried out and reviewed annually.

Before taking the children out a member of staff will give a safety talk and explain what the purpose of the outing is to the children.

If the whole group of children are included in the outing the building should be locked.

In the unlikely event of a child going missing the missing child policy should be followed.

