



## ***Maintaining Children's Safety and Security on the 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. The nursery building is located within the university campus, which is accessed via the university main security gates. The building has an electronic security system that requires a security card to open the front door. A buzzer and intercom is available for all other visitors. The site is fenced and there are several secured ways out of the nursery grounds for evacuation purposes. The front door and external gates are kept locked at all times.

Maintaining children's safety and security has high priority, all staff, parents and visitors receive information on induction on how to keep children safe and secure. All adults being vigilant is the best form of defence. There are a range of systems, procedures and daily checks in place to maintain security on the premises.

### ***Procedures***

Daily checks are undertaken by the staff to ensure all entrances are secure and the electronic security system is working.

A door security card is issued to staff and parents and signed for. In the event of the card being lost or when the staff or parent leaves the setting the card is deactivated.

Uniforms are worn by all staff members which make them easily identifiable. Co-workers who provide staff cover wear a different coloured uniform to distinguish the different role they have. Action students and volunteers wear a tee shirt issued by the LSU.

All staff and visitors sign a record on arrival. Visitors record their name, time of arrival and departure and reason for visit. Visitors without an identify badge will be issued with a visitors badge. Staff must check the identity of any visitors they do not recognise before allowing access to the nursery.

The LSU premises team inform the nursery of any contractors scheduled for maintenance work. Through discussion with the nursery, contractors and the premises team it will be agreed how the work will be completed safely.

Staff and parents receive information on how to ensure the security of the building on induction. We stress to all the importance of ensuring that the main door is closed behind them on entering or leaving the building, to avoid the possibility of children being able to leave the building without the protection of their parent or carer or letting in a person not authorised to do so. Parents who close the door on another person are being cautious not rude.

Once a parent or guardian has collected or been seen by his/her child, the parent is then fully responsible for their child, ensuring their child leaves the room in close proximity to the parent until safely out of the building.

Head counts and registers are monitored regularly throughout the nursery day both electronically and manually, allowing staff to account for the number children in, who is still expected to arrived and who is has gone home

Children are never left unsupervised and will always be within sound and /or sight of a member of staff indoors and outdoors. To promote children independence children have opportunities to gain self regulation as appropriate eg accessing coat pegs and the toilet facilities independently, playing within sound of an adult in the woodland.

### ***Arrivals and departures of children***

We aim to give a warm welcome to each child, adult and visitor on their arrival. Practitioners are available to meet and greet parents and children.

Parents are requested to pass the care of their child to a practitioner who will ensure his/her safety. Before leaving parents need to sign their child in on the daily signing in/out sheet. On departure, the child is signed out by their parent to show that the child has left the premises.

On arrival if a member of staff is not present in the room parents are required to stay with their child.

Practitioners record children's attendance on a electronic register. Any specific information provided by the parents is recorded either in a diary or on the room notice board (which ever is appropriate).

If not collecting their child themselves, parents are asked to inform the nursery who the nominated adult who will be collecting their child on their behalf. A password is required and photo identification is useful.

If there is any doubt, practitioners will check the person's identity by ringing the child's parent or their emergency contact number. Children under 16 years not deemed appropriate to collect a child. A member of the management team or designated officer in charge can use their discretion regarding the collection of a child.

### ***Adults under the influence of alcohol or drugs***

The nursery's prime focus is the care and safety of the children it cares for. All procedures are written with this in mind.

If an adult arrives to collect a child, whether this is the parent/carer or another designated adult and they are deemed to be under the influence of alcohol or drugs, the senior member of management on duty will assess whether the child's safety and welfare may be impacted if released into this person's care.

At these times the child will be cared for by another member of staff so they are able to remain calm and engaged in play.

The decision will be discussed with the adult and where required an additional named adult will be contacted to collect the child. In the event of no other adult being available the duty social care worker will be contacted.

Where an adult is deemed unsuitable to drive due to suspected alcohol or drugs consumption, and may endanger themselves and others if they do, and persist in doing so support will be sort from the LSU and/or University security. The nursery reserves the right to report such matters to the police and, in the case of any employees, reserves the right to take disciplinary action as may be appropriate.

All incidents must be recorded and reported to the safeguarding office who will then deem if further action is required.

Manager's signature .....

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