HALESFIELD DAY NURSERY | POLICIES & PROCEDURES

6.2 Maintaining children's safety & security on the premises

Our nursery is committed to providing children with a stimulating and safe environment. We will do all we can to make our premises welcoming and friendly to children, their parents/carers and any other visitors.

Safety

The nursery manager is responsible for ensuring that the Nursery's premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature. Daily safety checks are carried out, in accordance with the Risk Assessment policy, to ensure that the facilities are maintained in a suitable state of repair and decoration. Any problems will be reported to the nursery manager for action.

Daily checks include entrances and exits, gates, fencing, indoor and outdoor hazards, equipment and areas newly brought into use. Any hazard that cannot be made safe immediately will be isolated from children and reported to the manager; actions will be recorded and reviewed.

No child will be allowed in the kitchen area when the nursery is open– cookery sessions will take place in the classrooms or staff room.

Members of staff will always have access to the nursery phone whilst on the premises.

Staff will maintain a reliable means of contacting emergency services and parents/carers. Emergency exits and evacuation routes will remain clear, with access controlled in a way that allows safe evacuation.

Arrivals

On arrival, a member of staff will record the child's time of attendance in the daily register.

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the Administering Medication Form on the Famly App. Further details of this procedure are contained in the nursery's Administering Medicines policy.

Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded in writing at the start of the session. Only adults – aged 16 years and over – and with suitable identification (if unknown to the setting), will be authorised to collect children. If an unknown adult should arrive to collect a child without prior warning by the parents, the nursery will telephone the parent/carer immediately.

Staff will verify any change to collection arrangements directly with a known parent/carer using contact details already held by the nursery, and will not release a child until authorisation and identity have been confirmed. Any safeguarding concern will be escalated to the designated safeguarding lead.

If the designated adult is late in picking up their child, the provisions of the Uncollected Children policy will be activated.

Upon departure, the register will be completed by a member of staff with the time the child left the premises. The parent or carer will collect their child's bag, lunch bag and check their drawer for artwork and letters. They will then collect their child from the room where they are playing or outside.

Absences

If a child is going to be absent from a session, parents must indicate this to the nursery in advance, or by telephoning the nursery on the morning of the absence.

If a child is absent from nursery and the parent/carer has not contacted us by 10am then the child's key worker will ring parents to ascertain the reasons behind this. Staff must record the outcome of this call in the attendance monitoring book in the office. It is the rooms supervisors job to ensure that accurate records are kept in the register of children's arrival and departure times. The register will always be kept in an accessible location on the premises (for exemptions to this rule, see the Visits and Outings policy). This process will be supplemented by regular head counts during the day.

If an unexplained absence cannot be resolved through the initial call, staff will follow the nursery safeguarding and attendance procedures, making further attempts to contact parents/carers and emergency contacts and escalating any welfare concerns promptly to the designated safeguarding lead. A welfare concern must not wait until the following day. All contact attempts, responses and actions will be recorded.

Records of daily registers need to be kept for at least three years from the last entry as a minimum.

Supervision

Children will not be left unsupervised at any time during activity sessions. The nursery manager will allocate responsibility to individual members of staff for observing and supervising the main entrance and exit point at the beginning and end of the session.

Staff will position themselves to maintain effective sight or hearing of children as appropriate to their age, needs and activity, including during transitions, toileting, sleep and outdoor play. Headcounts and registers will be checked when groups move between spaces and whenever a child's whereabouts are uncertain. Staffing arrangements will meet EYFS ratio and supervision requirements.

Site Security

Our nursery is committed to providing care and learning for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children at the nursery.

The biometric door system prevents unauthorised people entering the building. When children leave the nursery fingerprints of their parents and carers are removed as are those of staff who have left employment. When children are outside on the car park the gate is closed to prevent the movement of traffic and children leaving the site. All outside play areas are fenced off securely.

Staff will check that doors and gates are secured after each use and will challenge tailgating or unauthorised entry. Access arrangements and the handling of biometric information will follow the nursery's data protection and privacy procedures.

Safety and security procedures will be regularly reviewed by the nursery manager in consultation with staff and parents/carers.

Visitors

The nursery has a visitor signing in book which is kept in the nursery foyer, visitors must sign on arrival, as well as providing staff with the following information:

• Their name.

• The date and time of their arrival.

• The reason for their visit.

• Their time of departure.

Visitors to the nursery will not be left unsupervised with children at any time and must wear a visitor's badge/ label.

Staff will verify visitors' identity and purpose before admitting them. Contractors and other visitors will be supervised appropriately, and any work presenting a hazard to children will be separated from play and learning areas. Visitors must follow the nursery's safeguarding and mobile phone procedures.

Staff have a duty to approach any visitor on the premises who has not signed in. They must introduce themselves and establish immediately who the visitor is and the reason for them being on the nursery's premises. If the visitor has no suitable reason to be on the nursery's premises, then they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will be telephoned immediately. A record will be made of any such incidents in the Incident Record book, and the nursery manager will be immediately notified. A similar approach will be adopted for any lone or suspicious individuals loitering near the boundary of the nursery, who may present a threat to the nursery children when outside.

Outdoor Play

Outdoor play can take place in several places at nursery. We have the nursery garden, the playground and the canopies. Before children go outside a safety check is carried out on the outside area to ensure no hazards such as rubbish or animal fouling have appeared since the last use.

Staff will assess outdoor areas and equipment in use, including climbing structures, wheeled toys and any changes to the layout. Children will be supervised according to the activity, their age and individual needs; gates and boundaries will be checked before outdoor sessions and as children move between areas.

Staff will make sure that fresh drinking water is always available to children, even more so in hot conditions. In such circumstances, staff will also ensure that children are adequately protected from the sun (see our Sun Safety policy for more details).

Equipment

Our nursery is committed to providing children with access to a wide range of equipment that stimulates enjoyment, learning and development, both indoors and outdoors.

All equipment and resources will be selected with care, and risk assessments carried out if appropriate before new toys and equipment are purchased, according to the principles of the Risk Assessment policy. All furniture, toys and equipment are kept clean, well maintained and in good repair and in accordance with BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable.

Appropriate staff supervision will ensure that the safety of children is assured according to the type of equipment being used, along with the ages and number of children involved in a given activity.

Equipment will be checked before use and maintained in line with manufacturers' instructions and relevant current safety standards. Damaged items will be removed from use immediately; repairs or replacement will be documented where appropriate.

Outside the nursery's opening hours, all high value equipment (laptops, tablets etc) will be kept in the safe to prevent any unauthorised access or use. When discovered, defective or broken equipment will be taken out of use and disposed of.

The nursery manager will have responsibility for regularly updating the Nursery's Inventory. The Inventory Record will include all major items or groupings of equipment so that it provides an accurate record of the 'new for old' replacement value for insurance purposes. Copies of the Inventory will be provided annually to the committee. It will be updated whenever a new item is added or when an old item is removed from use.

The nursery manager, or designated member of staff, will keep a formal record of any item of equipment loaned to a member of staff, another organisation or a parent/carer to ensure that it is returned on time and in a good state.

This policy should be read alongside the nursery's Safeguarding, Risk Assessment, Fire Safety, Missing Child, Uncollected Child, Visits and Outings, and Data Protection procedures. Staff will be informed of changes to site arrangements and the policy will be reviewed following a significant incident or material change to the premises.