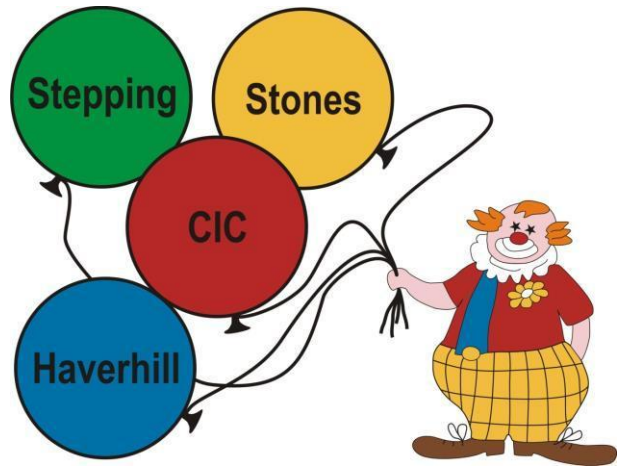


**General Welfare Requirement: Safeguarding and Promoting Children’s Welfare**

Children’s behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs.



**Safe Guarding Children**

**46. Security/Intruder policy and procedure**

**Aim**

It is our aim at Stepping Stones Childcare and Education CIC 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 main door will be supervised at all times, the doorbell will be rung by anyone wanting permission to enter and identification will need to be checked. Within the guidance of the EYFS Framework on continuous indoor / outdoor play, staff need to be extra vigilant with regards to this policy

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners		

**Policy Statement**

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.
- 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 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.
- Entrance locks on the entrance to the class room.
- At busy times a member of staff will greet parents/carers at the main doors to the main room when they arrive and depart.
- 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.
- Children are only allowed to go home with the named person on their registration document, unless prior notification is given by letter from a parent/carer and password must be given when the person arrives before we allow the child to leave.
- If staff cannot identify a person coming to collect a child, the child's parents will be contacted for clarification.
- Our systems prevent children within our care from leaving our premises unnoticed.
- Personal possessions of staff are stored safely during sessions.

### **Procedures**

#### 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 class room away from the windows and doors and will be distracted by staff, register and telephone will be taken with them, and they will stay there until the police will 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 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 classroom away from the windows and doors and will be distracted by staff, register and telephone will be taken with them, and they will stay there until the police will 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. Incidents should be recorded and security procedure reviewed and updated.

**Further Guidance**

- Critical Incident policy
- Lock down Policy

***Please note that all staff should read and be aware of the MASH & LADO posters within the setting.***

This policy was adopted by	Stepping Stones Childcare & Education CIC
on	28.02.2017
Date to be reviewed	September 2020
Signed on behalf of the management	
Name of signatory	ELAINE MCMANUS
Role of signatory	MANAGER
Name of signatory	ANNE JESSOP
Role of signatory	DEPUTY

**Review:**

This policy is reviewed every year or whenever deemed necessary by the manager in the light of events and changes in the law.

This policy was given to staff to read on 17/08/2019 and acknowledged by staff electronically.