



Batford Day Care

BATFORD DAY CARE LIMITED MAINTAINING CHILDREN'S SAFETY & SECURITY POLICY

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| Version | 2.0 |
| Based on Model Policy | N/A |
| Review body: | Day Care Manager |
| Date issued: | September 2024 |
| Review frequency: | Annual |
| Target audience: | Staff |

| Version | Date | Notes |
|----------------|----------------|---------------------|
| V2.0 | September 2024 | New Format |
| V2.1 | September 2025 | No updates required |
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Batford Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole Batford Day Care community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any staff member, child or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Day Care, Holcroft Road, Harpenden AL5 5BQ

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1. Policy statement

Our aim is to enable children to grow into healthy well-balanced people. Batford Day Care staff have a responsibility to safeguard the children in our care and we are committed to the principles of helping children and adults stay safe by providing a secure environment with comprehensive and thorough procedures which help protect children and staff.

Ofsted will be notified of any change in the facilities to be used for care that may affect the space and level of care available to children.

Furthermore, we consider it vitally important that children are able to learn to risk assess, develop new knowledge and skills within a safe and secure environment.

2. Safety in the environment

- Risk assessments for premises, outings and activities are carried out and reviewed on a regular basis.
- Staff will complete the Environmental Check List each day. Any hazards and actions taken will be noted on the sheet and the Day Care Manager consulted.

3. Safety of Children

Leaving the premises

- Staff will not allow children to leave the premises unsupervised.
- Children will only be released from the setting into the care of individuals named by the parent/carer. (if other than the parent/carer the person must be aged 16 or over)
- Parents/carers will be required to inform Batford Day Care beforehand if they are not collecting their child themselves. The password system must be used on these occasions.
- Under no circumstances will a child be released into the care of a parent with a court injunction preventing access to their children.
- Staff will ensure that times of arrival and departure are detailed on the registers along with who dropped off and collected.

Transition Procedure

- Staff will escort children around the building during transition times (to and from lunch, nursery session or accessing different areas of the building).
- Registration of children will be carried out at all points of transitions, e.g. upon leaving a room or garden and transitioning to another area of the building and then again on return to the original space. Staff must mark the register indicating which children are present. When on an outing an outings form will be completed to indicate what staff and children have left the premises.

Supervision

- Children will not be left alone or unsupervised at any time during activities that take place either indoors or outdoors.
- If a situation occurs where the staff to children ratio falls below the legal limit the children will be moved to a space of suitable size and the programme of activities will be altered to allow for the change in staffing.
- Staff will ensure that children are supervised upon arrival and leaving.

4. Security of Premises

- Staff will wear identity lanyards at all times and register their times of arrival and departure each day.
- Staff will ensure that the entrance doors to the rooms are securely locked and that all garden gates are locked.
- Notices regarding trespassers are displayed at the car park gate entrance. Staff will call 999 if they are concerned about any unknown individuals on the premises.
- Staff will ensure that internal door locking systems are used during session times.
- All external doors will be securely locked at the end of each day.

Visitors

- Visits to the setting are by appointment only. Visitors are required to provide details for their visit and must wear a named badge throughout their visit.
- Visitors and volunteers must sign in on arrival at the main reception and out at the end of their visit.
- Visitors, including contractors, and volunteers will be asked to read the visitor information leaflet and if appropriate will be taken through an induction process upon arrival at the setting.
- Visitors and volunteers to the setting will not be left unsupervised with children at any time.
- Visitors will be made aware of the fire evacuation exits.

Unauthorised Visitors

All members of staff have a responsibility to approach and challenge any person on the premises who is not wearing the correct identification. If the member of staff feels that there is a possibility of immediate danger they must alert the emergency services without delay.

If a person is observed in the school or day care premises or grounds without an official visitor's badge, staff members must make themselves known to the person and establish who they are and their purpose for being in the setting.

- If the person has a valid reason for being in the setting the member of staff should escort them to the main reception area and assist them to sign in using the setting procedures and issue them with the appropriate identification badge.
- If the person does not have a valid reason for being at the setting the member of staff will request that they leave immediately and escort them from the premises to ensure they exit the premises. The Day Care Manager must be informed at the earliest opportunity and will investigate the security breach.
- If the person refuses to exit the setting, the member of staff must alert the emergency services whilst ensuring that the person is supervised by a member of staff.
- The member of staff must stay with the person until the police arrive and await instruction from the emergency services.
- The member of staff must compile a detailed record of the incident which the Day Care Manager will check and file in the Incident Record Log.