



Putnoe Woods Security Policy and Procedures

Introduction

Putnoe Woods Preschool Security Policy and Procedures is implemented to ensure that only authorised persons have access to Putnoe Woods Preschool whilst in operation in order to protect the safety of children, their families and carers, staff, volunteers and students.

Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.

Putnoe Woods Preschool is committed to providing care and learning for the 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 the children at the preschool.

'Providers must only release children into the care of individuals who have been notified to the provider by the parent and must ensure that children do not leave the premises unsupervised. Providers must take all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors'

The Early Years Foundation Stage Statutory Framework 2021

Children's personal safety:

- 1 We ensure all our staff, students; volunteers have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau DBS
- 2 All children are supervised by adults at all times
- 3 We always have at least two members of staff on the premises whenever children are present
- 4 Staff are not allowed to carry mobile phones on them during sessions.

Putnoe Woods Preschool will:

- 1 Have an intercom entry system whereby registered parents and carers can only get access to Putnoe Woods Preschool by pressing the designated room and saying their name / child's name before being given access
- 2 Ensure all parents complete a registration form prior to the child starting preschool, which includes all emergency contact details, authorised persons whom are able to collect their child and passwords to be used at the collection time



- 3 Authorised persons are those who are detailed on the child's registration form and includes passwords that must be used. These passwords will be created by the parent when completing the registration form
- 4 Ensure only authorised persons are permitted to collect a child from the preschool environment and ensure that should the parent not be able to collect their child from preschool and another authorised person is collecting then they must provide the agreed password
- 5 Ensure that only persons over the age of 16 years are permitted to collect children from Putnoe Woods Preschool
- 6 Ensure that where a person who is not listed on the registration form tries to collect a child, they will be asked to wait whilst the primary carer for the child is contacted for confirmation that they are authorised to do so
- 7 Ensure that when the identity of the person is not known, staff will ensure that the person is not made to feel embarrassed by the situation whilst their credentials are checked
- 8 Ensure that the parent gives a brief description of the authorised person who may be collecting the child
- 9 Ensure that the password is checked before the child is handed over and the identity of the person is confirmed
- 10 Ensure that if a member of the management team cannot contact the parent, then they will contact the emergency contact

Parents have the duty to:

- 1 Inform the preschool of who may be collecting their child before the end of the child's session
- 2 Inform the preschool of any other persons who may be collecting their child who is not named on their registration form, giving a description of that person and a password
- 3 Ensure that the authorised person collecting the child provides the agreed password
- 4 Ensure that they give a brief description of the authorised person who may be collecting the child
- 5 Never allow entry to Putnoe Woods Preschool to somebody they do not know

Visitors to the Preschool:

- 1 If anyone, other than those collecting children, requires access to the setting, their visit must be pre-arranged with the manager with the exception of agencies such as Ofsted and Environmental Health
- 2 On arrival visitors **MUST** sign in and show identification, a member of the management team, preferably the Preschool Manager or Business and Finance Manager must then be informed and will personally greet the visitor
- 3 All visitors will be asked to sign in and out of Putnoe Woods Preschool in the visitors book



- 4 Initial checks will be made regarding identification and the organisation they work for
- 5 Visitors on arrival must appreciate and respect further checks to be made by the Preschool Manager or Business and Finance Officer which may involve contacting their place of work to confirm their identity and organisation they represent
- 6 Visitors will politely asked to wait in the reception area whilst these checks are made
- 7 Visitors should at no point have unsupervised access to the children
- 8 The visitor must only be admitted if and when staff are satisfied with the information provided It should be noted that All members of staff, when answering the door to any visitor, other than those collecting children, must ask for identification and a clear explanation for their visit
- 9 If the visitor has no identification they will be asked to leave the premises and return with identification
- 10 Visitors must be escorted off the premises by a member of staff, they will be asked to sign out when leaving the premises
- 11 Any incident of unauthorised access will be recorded in the Incident Book

Intruders

An intruder is any person who enters Putnoe Woods Preschool without permission. An intruder is a person who has not followed the correct visitor or collection procedures and who may be a hazard towards the setting, the children or the staff.

Staff MUST:

- 1 NEVER work alone when challenging a suspicious person and only if safe to do so
- 2 Inform the Preschool Manager, or person in charge who will deal with the situation
- 3 Converse over the intercom system
- 4 Ask the person to establish their reason for being at Putnoe Woods Preschool and consider whether they present any danger to staff and / or children, parents and / or carers
- 5 Ask ALL unexpected visitors whom are considered to pose a risk or danger to leave the preschool premises
- 6 Contact the police at any time should it be considered that there is any danger
- 7 Ensure that all children are kept safe and the situation controlled
- 8 Ensure every effort will be made to keep the situation under control and to keep staff, children, parents, carers and the intruder calm
- 9 Ensure under no circumstance will staff members approach the intruder or attempt restraint
- 10 Ensure where possible all children will be evacuated to the place of safety within the preschool which is Bluebells 2
- 11 Should children need to be evacuated the safe word is Bazooka
- 12 Ensure if the intruder leaves on their own accord staff will take note of as much detail as possible completing the Intruder Description Form



- 13 Any member of staff **MUST** be alerted if the intruder is armed so immediate contact can be made with the police and emergency service
- 14 Should the member of staff not be able to vocalise contact with the emergency services then we **MUST** follow the 'silent solutions' approach:

If you need urgent police help but cannot speak, you should:

1. *Dial 999*
2. *Listen to the questions from the operator*
3. *Respond by coughing or tapping your device, if you can*
4. *If prompted, press 55 to let the operator know it's a genuine emergency and you'll be put through to police*

Make Yourself Heard

In danger, need the police, but can't speak?

- 1 Dial 999**
- 2 Listen to the questions from the 999 operator**
- 3 Respond by coughing or tapping the handset if you can**
- 4 If prompted, press 55**
This lets the 999 call operator know it's a genuine emergency and you'll be put through to the police.

OPC Independent Office for Police Conduct **#YouAreNotAlone** Supported by **women's aid** until women & children are safe **NPCC** National Police Chiefs' Council

- 15 Endeavor to take any appropriate action to ensure the wellbeing and safety of the children is paramount
- 16 Be aware of the importance in remaining calm and to reassure all involved
- 17 Inform Ofsted and the Local Authority

Putnoe Woods Preschool



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Date of Policy: October 2023	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments