

Putnoe Woods
Preschool



Wentworth Drive
Bedford
MK41 8QA
01234 267832
www.putnoewoodspreschool.co.uk

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 2014



Putnoe Woods Preschool will:

- 1.1 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
- 1.2 Ensure only authorised persons may be permitted to collect a child from preschool environment. 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
- 1.3 Ensure all parents are complete a registration form prior to the child starting preschool, this includes all emergency contact details, authorised persons whom are able to collect their child and passwords to be used at the collection time
- 1.4 Ensure that only persons over the age of 16 years are permitted to collect children from Putnoe Woods Preschool
- 1.5 Ensure that where a person who is not listed on the registration form tries to collect a child, they will be asked to wait with a member of staff whilst the primary carer for the child is contacted for confirmation that they are authorised to do so
- 1.6 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 Ensure that both the description and password will be checked before the child is handed over
- 1.7 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
- 1.8 Ensure that the parent gives a brief description of the authorised person who may be collecting the child



- 1.9 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:

- 1.10 Inform the preschool of who may be collecting their child before the end of the child's session
- 1.11 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
- 1.12 Ensure that the authorised person collecting the child provides the agreed password
- 1.13 Ensure that they give a brief description of the authorised person who may be collecting the child
- 1.14 Never allow entry to Putnoe Woods Preschool to somebody they do not know
- 1.15 Ensure that the security is shut when leaving the building

Visitors to the Preschool

- 1.16 If anyone, other than those collecting children, requires access to the setting, their visit must be pre-arranged with the manager and they must carry identification highlighting the organisation they represent
- 1.17 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
- 1.18 All visitors will be asked to sign in and out of Putnoe Woods Preschool
- 1.19 Initial checks will be made regarding identification and the organization they work for



- 1.20 Visitors on arrival must appreciate and respect further checks to be made by the Preschool Manger or Business and Finance Officer which may involve contacting their place of work to confirm their identity and organisation they represent
- 1.21 Visitors will politely asked to wait in the reception area whilst these checks are made
- 1.22 Visitors should at no point have unsupervised access to the children
- 1.23 The visitor must only be admitted if and when staff are satisfied with the information provided
- 1.24 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
- 1.25 Visitors must be escorted off the premises by a member of staff, they will be asked to sign out when leaving the premises
- 1.26 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.

Putnoe Woods Preschool define an intruder as any person who may enter the building without out permission, who may be simply lost and present no threat to the staff, parents, carers and their children.

Any suspicious intruder must be considered to pose a risk and it is the duty of any member of staff to alert other members of staff before challenging any unexpected visitor.

Staff **MUST**:

- 1.27 **NEVER** work alone when challenging a suspicious person



- 1.28 Inform the Preschool Manager, or person in charge whom will deal with the situation
- 1.29 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
- 1.30 Ask ALL unexpected visitors whom are considered to pose a risk or danger to leave the preschool premises
- 1.31 Contact the police at any time should it be considered that there is any danger
- 1.32 Ensure that all children are kept safe and the situation controlled
- 1.33 **Ensure ALL children will enjoy play experiences in the ...**
- 1.34 Ensure every effort will be made to keep the situation under control and to keep staff, children, parents, carers and the intruder calm
- 1.35 Ensure under no circumstance will staff members approach the intruder or attempt restraint
- 1.36 Ensure where possible all children will be evacuated to the place of safety
- 1.37 Ensure if the intruder leaves on their own accord staff will take note of as much detail as possible completing the Intruder Description Form so the police can alert other setting

Any member of staff MUST be alerted if the intruder is armed so immediate contact can be made with the police and emergency services

- 1.38 Will endeavor to take any appropriate action to ensure the wellbeing and safety of the children is paramount
- 1.39 Be aware of the importance in remaining calm and to reassure all involved

Putnoe Woods Preschool



Wentworth Drive
Bedford
MK41 8QA
01234 267832
www.putnoewoodspreschool.co.uk

Date of Policy: September 2014	Created By: Jo Skelton	
-----------------------------------	---------------------------	--

Review Date	Reviewer	Ammendements
November 2015	Jo Skelton	