

Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Procedures

Children's personal safety

- We ensure all staff employed at the Woodhall Farm Pre-school have been checked for criminal records via an enhanced disclosure through the Criminal Records Bureau.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- When a staff member takes a child or children to the outdoor area they carry a bell which can be used to call for assistance.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

Entry and exit procedure

At the Woodhall Farm Pre-school we maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

To ensure the safety of the children entering the sessions we make sure that

Entry

- At the beginning of a session the door will be opened by a member of the Pre-school staff and parents/carers and children will be welcomed
- If an emergency situation arises (i.e. fire drill when parents/carers and children have entered the hall the Pre-school emergency procedures must be followed
- All children who are brought into the Pre-school hall are settled by their parent/carer or handed over to a member of the Pre-school staff
- The door is alarmed for security purposes and a member of staff will monitor parents/carers leaving the setting.

If a parent/carer has important information regarding who is collecting their child, please inform the member of staff on the door who will write the information in the communication book.

To ensure the safety of the children leaving the sessions we make sure that

Exit

- The door will be opened at the end of the session by a member of staff who will follow the Pre-school door procedure
- The children's name will be called by the member of staff for collection by parent/carer or authorised person. If a child has had an accident or an incident during the session we will ask the parent/carer to wait until the other children have left before they can enter the hall, please be patient as this is a busy time and the safety of the children is paramount.

Parents/carers are requested not to distract the member of staff at the door when the children are leaving. Please do not allow siblings to enter the hall when the other children are leaving as this can distract the children and staff members.

If a parent/carer would like to speak to a member of staff at the end of a session, please wait until all of the children have left.

All parents/carers must be vigilant leaving the hall and the building due to the busy car park at this time.

Please do not use the Disabled car park spaces unless you are a Blue Badge holder.

Lunch club arrivals after 12 o'clock

Lunch club arrivals must use the side door after 12 o'clock, access will not be granted before this time. (Due to ratios and the register). The children are the responsibility of the parent/carer until they are inside the hall and handed over to a member of staff, and If we are picking from Holtsmere same rule applies (for the staff picking to use the side door with the children and Lunch club register updated).

Password

The child's password will only be requested by a member of the Pre-school staff when someone arrives to collect a child who is not an authorised name on the registration form and no communication has been received from the parent/carer that there has been a change in the person collecting the child. Please do not expect a member of the Pre-school staff to ask for the password if we have already been made aware of who is collecting the child, this information will be in the Pre-school communication book (door procedure) which is used at the door when children are collected.

Updated 01/04/2021

The Woodhall Farm Pre-school

Mrs A. Kukoyi
Pre-school Leader

Mrs S. Pomroy
Deputy Pre-school Leader