**ALLOWAY EARLY YEARS CENTRE**

**SECURITY POLICY**

RATIONALE

*“I feel safe and I am protected from neglect, abuse or avoidable harm”.*

 (Health and social Care Standards, 2018)

*“I have the right to be protected from being hurt or badly treated”. (Article 19)*

*“If I am not living with my family, people should keep checking I am safe and happy”. (Article 25)*

*“Nobody should touch me in ways that make me feel uncomfortable, unsafe or sad”. (Article 34)*

(UN Convention of the Rights of the Child, 1989)

AIM

To maintain the highest possible security of our premises ensuring that each of our children are cared for safely at all times.

OBJECTIVES

* To provide a safe, secure environment for all children.
* To provide a safe, secure environment for staff, students and parents/carers.
* To minimise disruption to the Early Years Centre service delivery.

IMPLEMENTATION

Children’s personal safety

* We ensure all our staff, students and volunteers have been checked for criminal records by the Protection of Vulnerable Groups check.
* All children are supervised by an appropriate ratio of adults at all times.
* We aim to always have at least two members of staff on the premises wherever children are present.
* We carry out risk assessments to ensure our children are not made vulnerable within any part of our centre or when taking part in experiences offered.
* Risk assessments are discussed with the children.
* Children will not participate in any outdoor trips without the appropriate risk assessments carried out before hand, parental/carer permission and an appropriate adult: child ratio.
* Children’s personal information is stored in a locked cabinet within the centre.
* Photographs of staff are displayed at the main entrance of the centre and all staff will wear ID badges.
* In order to open the doors to leave the centre, an additional button is required to be pressed to release the door.
* There will always be a charged mobile phone in the playroom.
* An up to date list of contact numbers for parent/carers including emergency contacts will be stored in a locked cupboard.
* All centre staff participate in an in house annual child protection training.
* The Head Teacher is the Child Protection Co-ordinator and the Depute Head Teacher is the Depute Child Protection Co-ordinator.

Security measures in place for the arrival and departure of children

* EYC entrances are supervised by staff any time they are opened.
* Playroom doors have an entry system that can only be opened from the outside by ‘fob’ holders.
* Children are signed in by their parent/carer when they arrive at the EYC and a named person is noted of who will pick the child up at the end of the sessions if required. Register is taken at the beginning of every session and visible in the centre and a final headcount is taken to ensure the number of children tallies with the register.
* Children are only allowed to go home with the named person on their registration documents unless prior notification is given by letter from a parent/carer.
* If an unfamiliar person comes to collect the child and staff are unaware of the change, the Depute Manager / Senior EYP will contact the child’s parent/carer for clarification.

Security measures in place for a child that does not arrive at the centre

* Parents/carers will be made aware that it is their responsibility to let the staff know if their child is sick or going to be absent.
* If staff are not made aware of why a child has not come to the EYC then office staff will send a text, then a phone call to ensure that everything is ok.
* If there is no reply from any of the emergency contacts and staff are concerned about the child, the Depute Manager / Depute Head Teacher would be alerted. The decision may be made to carry out a home visit, or contact outside agencies that may be involved with the family such as the Health Visitor and Social Work.

Security measures in place for the arrival and departure of adults

* Unless parents/carers that are dropping off their child or collecting their child, all visitors are asked to sign in at the school office and a member of senior management team (Depute Head Teacher or Depute Manager) will confirm identification and confirm their visit.
* The arrival and departure times of all adults (staff, volunteers and visitors) is recorded in the school visitors record book.
* When adults visiting is known in advance, parent/carers will be informed.

Security measures in place for an unauthorised person/visitor to the centre/coming to collect a child

* Adult visiting the centre will be asked to sign in at the school main office and identify themselves to a member of staff.
* Office staff will inform Senior EYP / Depute Manager of the visitor.
* The Senior EYP / Depute Manager will then go to the door to greet the visitor.
* If the unknown adult does not go the reception desk, the practitioner will point to the sign on the door and advise them to go there.
* At home time, when the main entrance door is open, if there is an unauthorised adult there to collect a child, politely greet the person, identify yourself and ask who they are and the purpose of their visit. Explain that all visitors must sign in.
* If possible, close the playroom door and speak to the person out with the playroom. If this is not possible, another staff member will ask Depute Head Teacher /Senior EYP for assistance.
* If the individual becomes agitated and refuses to leave the building peacefully endeavour to calm the person whilst trying to gain the attention of another staff member to call management staff for assistance.
* If the individual persists, the children and staff will assemble together at the back door where the other children will be handed over to their parent/carer. Management staff may decide to call the police. 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 had happened, so they can deal with the individual and find a cause for arrest. Remember to log the incident and review security measures.

Security measures in place for the handling/storage of money

* A bank account is available in which money can be stored in for the long term and will be accessible through having two signatories.

Security measures in place for food allergens

* Setting the Table Guidance is followed with regard to all snack being offered to children.
* Possible allergens will be identified and on display at the main entrance.
* Photographs will be displayed of children if they have any known allergens to ensure all staff including visiting staff are aware of these. These are displayed in medicine and snack cupboard.

Security measures in place for First Aid

* There will always be a fully stocked first aid kit which is audited monthly.
* “Management of medication in daycare of children and childminding services” (Care Inspectorate, 2024) is adhered to within the playroom.
* Only first aid trained staff will carry out first aid.

Security measure in place for carrying out the Contingency plan

If contingency plan needs to be carried out the following will take place:-

* Register and emergency contacts will be taken along with a mobile phone.
* Children will be escorted to the school playground.

REVIEW

This policy will be reviewed annually or in light of new National/Local initiatives or experience.

Updated Sept 25 – L. Miller