



# **Wattisham Airfield Childcare Centre**

## **Children's Security**

Wattisham Airfield Childcare Centre recognises its responsibility to ensure that all children are safe and secure while attending the setting. All entry doors and gates will be locked while the children are on the premises and all adults entering the building or grounds will be identified.

To ensure the safety of the staff and children and to know who is on the premises at all times, all staff must be cautious before anyone is admitted to the facility. If a visitor to the nursery is unknown to the member of staff they must not be allowed access to the children until proof of identity is shown and a password given. If the person collecting the child does not have the password a parent must be contacted.

Visitors to the setting will be required to sign the visitor book and will be accompanied whilst in the building at all times.

At the beginning and end of the sessions all rooms welcome the children and make sure all children leave with the appropriate adult. Attendance records will be updated throughout the day to provide an accurate record of child numbers for fire/emergency evacuation purposes.

Children will be handed over at the end of the day to an identified person. If the staff have any concerns about the person who arrives to collect a child, they will contact the main carer to gain knowledge of this occurrence. Procedures are in place to ensure the safety and well-being of any child not collected at the end of the day.

Regular checks will be made throughout the day to ensure that all children are accounted for, particularly when moving from one area of the building to another or from outdoors to

indoors. Risk assessments are carried out before children go on outings and all staff are aware of the procedures to follow in the event of a child being lost.

## **Procedures**

### **Children's personal safety**

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service. When a member of new staff is recruited they will not be left alone, allowed to change nappies or change children's wet/soiled clothes.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

### **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.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions in lockers provided.

### **Visitors**

- Once a visitor has been identified as an approved visitor the details and purpose of the visit must be completed, in the visitors book.
- The visitors book will remain in the reception of the setting.
- When all details are completed, visitors will be accompanied at all times whilst in the facility.
- In the case of workmen, it is impossible to accompany them at all times, however when arrangements for work to be undertaken are discussed it will be the

responsibility of the manager to ensure that children will not be in the identified work area whilst work is undertaken.

- Once the visit is concluded, the time out details should be entered into the visitors book and visitor will be escorted from the premises.
- The visitors book will be retained for two years.

**Note: no person should be admitted unless permission has been given and a confirmation of identity has been made by visual contact.**

### **Manager's responsibilities**

- Ensure that a risk assessment of the outside play areas is undertaken to identify any hazardous areas in the event that an intruder gains access to the facility.
- An evacuation procedure of the play area as well as a re-entry procedure of the facility procedure is established.
- Staff are aware that a whistle can be used to encourage children to line up quickly to re-enter the building.
- Any act of physical violence will be reported under the reporting of injuries, diseases and dangerous occurrences regulations. (RIDDOR)

### **Uncollected Child**

These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted and all collectors are aware of the collection password.

### **Procedures**

- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the Registration Form - are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Registration Form or in their file unless specified by the parent.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact our local authority children's social services care team:

0808 800 4005

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- The child stays at setting in the care of two members of staff until the child is safely collected either by the parents or by a social care worker.
- Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed:

0300 123 1231

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Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the outings procedure and the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

### **Supervision of Children on Outing Procedures**

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Outings are recorded on an outings record form and kept in the setting stating:
  - The date and time of outing.
  - The venue and mode of transport.
  - Names of staff assigned to named children.
  - Time of return.
- Staff take a list of children with them with contact numbers of parents/carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

## **Missing Child Procedures**

Child going missing on the premises

- As soon as it is noticed that a child is missing the key person/staff alerts the setting leader.
- The manager will carry out a thorough search of the building and garden.

- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- If the child is not found, the parent is contacted and the missing child is reported to the police.
- The manager talks to the staff to find out when and where the child was last seen and records this.
- The manager contacts the chairperson and reports the incident. The chairperson, with the management committee, carries out an investigation and will come to the setting immediately.

### **Child going missing on an outing**

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The manager is contacted immediately and the incident is reported.
- The manager contacts the police and reports the child as missing.
- The manager contacts the parent, who makes their way to the setting or outing venue.
- Staff take the remaining children back to the setting.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The manager contacts the chairperson and reports the incident. The chairperson, with the management committee, carries out an investigation and try to come to the setting immediately.
- The manager, or designated staff member may be advised by the police to stay at the venue until they arrive.

## **The investigation**

- Staff keep calm and do not let the other children become anxious or worried.
- The manager together with the chairperson speaks with the parent(s).
- The chairperson, carry out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The key person/staff member writes an incident report detailing:
  - The date and time of the report.
  - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
  - When the child was last seen in the group/outing.
  - What has taken place in the group or outing since the child went missing.
  - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.
  
- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The chairperson or proprietor will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.

## **Legal framework:**

- Children Act, 1989, 2004, 2006
- Every Child Matters: Change for Children 2004
- UN Convention on the Rights of the Child 1989
- EYFS Welfare requirements – Suitable premises, environment and equipment

This policy was adopted at a meeting \_\_\_\_\_ name \_\_\_\_\_ of  
of \_\_\_\_\_ setting  
Held on \_\_\_\_\_ (date)  
Date to be reviewed \_\_\_\_\_ (date)  
Signed on behalf of the management \_\_\_\_\_  
committee \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair/owner) \_\_\_\_\_

**Review dates:**

Date \_\_\_\_\_ signed \_\_\_\_\_

Date \_\_\_\_\_ signed \_\_\_\_\_

Date \_\_\_\_\_ signed \_\_\_\_\_

Date \_\_\_\_\_ signed \_\_\_\_\_

Date \_\_\_\_\_ signed \_\_\_\_\_