

Freshfield Nursery School and Freshfield 2 Year Olds

Security Policy

Presented to Governors:	Feb 2020
Presented to Staff:	Feb 2020
Date for Review:	Spring 2022

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Security Policy

Revised January 2022 (JM)

The Governors of Freshfield Nursery School recognise the importance of creating and maintaining a safe and secure environment for children, staff and other users of Freshfield Nursery School.

Adults Working in School

All Adults working in school must have an enhanced Disclosure and Barring Service check before commencing work.

Exceptions for other adults on school premises:

- A parent/volunteer working alongside a member of staff as a parent helper if they are not in school more than 3 times in any one month.
- Students under 16 years old.
- Invited visitors to school e.g. members of the local community with special skills and knowledge.
- Contractors

We complete risk assessments where appropriate

All of the above are required to sign in using the school signing in system and wear the badge that is printed out during the whole time of the visit. They must sign out when leaving the premises.

When large numbers of parents/carers are visiting school, e.g. baby massage, parents are asked to complete an attendance log. This records both the arrival and leaving times.

For any other exceptions, the decision for the adult to be in school is that of either Co-Headteacher. In all cases, the adult must only work in an area open to observation by at least one permanent member of staff and must not accompany a child to the toilet or into any unsupervised area of the nursery.

Main Entrances

At the beginning and end of each session, when parents/carers are dropping off or collecting children, **members of staff are positioned at the main gates, each of the bubble gates and at the entrance to the Garden bubble.** During the pandemic parents/carers have remained outside the building with children being dropped off at the gates. Staff ensure that arriving children enter the school building after they have been dropped off at the gate. All staff remain vigilant to ensure no unaccompanied children leave the building. These adults also challenge any unknown adult entering the school grounds.

A staff member supervises each gate until they are closed.

School gates are open and attended between:

8.25 - 8.45 for dropping off (each morning)

11.25 - 11.35 for children being collected following a morning session

2.25 - 2.40 for collecting children attending full days (mon, tue, thu, fri)

3.25 - 3.35 for all children finishing at 3.30

12.25 - 12.35 for children attending afternoon sessions (wed only)

Gates and doors remain closed at all other times. Adults must use the intercom to gain access.

Breakfast club:

Parents/carers can gain access by pressing the buzzer at the entrance to the Garden bubble. There is a monitor in the garden room, where Breakfast club takes place, which enables staff to identify who is arriving. The side door to Breakfast club has a sliding hook that remains locked, apart from allowing parents and children to enter or leave.

After school club entrance: A buzzer on the Nature school gate that alerts After School Club staff to parents/carers collecting children. There is a monitor situated in the After School Club area to enable staff to identify who is collecting a child.

We regularly remind parents/carers, through newsletters and other updates, to close all doors behind them when entering or leaving if school staff are not at the school gates. They are also reminded to place the large high metal hook over the main gate on entering and leaving the nursery and close the bolt.

As children arrive, they use a self-registration system. At 9.00 am daily and 1.00 pm on a Wednesday staff complete the formal register using SIMs. Attendance at After School club and Breakfast club is recorded on the SIMs.

Rear Entrance to Main Nursery Building

From 8.45 the back door is closed, ensuring both handles are pushed up securely, until the member of staff supervising Outdoor Play is outside. **The gate that divides the 2-year-old provision and the main nursery is locked at 8.45 am.**

Garden Room

Whenever children are in the garden room the door handle must be pushed up and the swivel lock at the top of the door secured. When any adults leave the building and children are still in the room they must ensure that the swivel lock is secure. The side

door of the 2-year-old provision will also be locked unless the 2 year olds are playing outside.

Internal Doors and Child Gate to the Side Corridor

All internal doors with bolts and the child security gate must be secured at all times to prevent a child being alone in an unsupervised area or being accidentally locked in a room. (Signs highlighting this are displayed on the following doors)

Site manager's room

Kitchen (to be bolted when there is no adult present)

Staff Room

Both staff toilets

Adults Collecting Children

Staff should always know who is collecting each child. As soon as possible after the start of the school year staff should ensure that they recognise the adult/s that usually collects each child. Parents are asked to notify school if an adult unknown to school is collecting a child. We request a password from parents that will notify us that the person collecting has been given their permission to collect the child. In these circumstances a phone call will be made to parents to verify who is collecting the child that day. Children are not allowed to leave the premises with an unknown adult who has not been notified to school. We only allow children to leave with anyone over the age of sixteen. Where a court order is in place, a photo of the person unable to collect a child is distributed amongst the staff.

Non-collection of Children

In the event that an authorised adult does not collect a child at the end of a nursery school session/day, Freshfield will apply the following agreed procedures. Parents are made aware of this through the school's website.

When starting nursery, Parents/carers are asked to provide contact information that is kept on file. It is requested that parents/carers notify us of any changes to contact numbers as soon as possible.

If a child is not collected at the end of the day we take the following action:

- Check with the office if any explanation has been given
- Ring parents/carer if over 10 minutes after the end of the session
- Ring additional contact if not able to contact parents/carer
- Staff would only allow a child to leave with a person named on the registration form or the person named by a parent/carer if they have been to be contacted

- If no parent or carer responds to calls by 4.30 pm, or fails to collect the child by 4.30 pm, we apply the procedures set out in our Safeguarding Policy. We contact the local authority social services department and a full written report of the incident is recorded.

Experienced staff that are familiar to the child will supervise any children remaining at Freshfield beyond their normal hours.

Taking Children Out of School

Children may not be taken out of school by staff except when:

- The child is ill or has had an accident and is being taken home or to hospital. Two members of staff should always accompany the child. (These circumstances could arise when the case is urgent and the parent has been informed and is unable to come to school to take responsibility for the child, or the parent cannot be contacted).
- The child is taking part in a planned School Visit. In this case the member of staff leading the visit completes a Risk Assessment. The Headteacher signs the Risk Assessment. A copy is left in school and a copy taken with the lead member of staff. Please also refer to our Visits and Journeys Policy.
- When we walk children to St Winifred's Church hall for concerts we have a staff ratio 1-3 and consent from parents/carers is also obtained.

Lost Children

Every effort is made to ensure the care and safety of children whilst at Nursery. These are our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

In the event of a member of staff fearing that a child has gone missing:

- The member of staff will inform other staff members by shaking the tambourine and requesting a head count of all groups. If there is a child unaccounted for, all children will be taken to a story/singing session in the reading area with 2 members of staff.
- The Co-Headteacher and nursery teacher will check both inside and outside, including the surrounding area.
- If the child cannot be found the Co-Headteacher/nursery teacher will contact the police by phoning 999 and then the family.
- Any incidents must be recorded in writing on an incident form.

If the child has not been found in 5 minutes the following should be contacted:

- Police - (Stockport) 999
- Parents - see admission file
- Schools Management, Stopford House, Town Hall - 474 3917

- Chair of Governors - 07793 031903

The Local Authority must be informed immediately by telephone.
OFSTED must be contacted and informed of any incidents.
The Chair of Governors must be informed immediately by telephone.

Visitors to School

The school has a security camera trained on the front door, linked to an intercom system. A monitor in the 2-year-old provision displays an area near the gate. Staff check their names and purpose of visit before allowing them entry. Staff check with others if they do not recognise the person. They are not allowed entry until we are certain they have a valid reason for being on the school premises.

- Visitors use the Inentry system to sign in. A photograph of the visitor is taken and a badge printed out that they wear during the duration of their visit.
- Staff should challenge anyone on the premises whom they do not recognise as a legitimate visitor.
- Contractors are only able to complete work inside the building in an emergency situation. They are however able to complete work when children are no longer in the building. (please see contractors' policy)
- Under no circumstances are visitors permitted to remove items from the school unless the person witnessing the event has personal knowledge of their identity and their authority to do so.

At the start of every Outdoor Session

- The Bike Shed should be locked when not in use. When the shed is in use the door should be securely fastened back with the high hook to prevent children accidentally locking themselves into the shed.
- The Log Cabin should be locked when not in use. When the cabin is in use the doors should be securely fastened back with the high hooks to prevent children accidentally locking themselves into the cabin.
- Staff should remain vigilant when outside and be aware an intruder may find a way in.
- In the event of a lockdown situation we follow the procedure outlined in the safeguarding policy. The procedure is displayed in the staffroom, Headteacher's room, near toilets and in the creative area. In the 2's it will be placed on the staff noticeboard.

At the end of every Outdoor Session

- The whole garden should be checked to ensure all children have returned to inside the building.
- Group leaders carry out a head count to ensure all the children are back inside.

Photographs in School

Children may not be photographed in school without parents' permission.

At the start of the school year, parents sign a consent form explaining the use of photographs in school. If a parent does not give permission then this information is passed on to all staff and no photographs will be taken.

When a planned concert or other event is to be viewed by parents/visitors, a letter will be sent to all parents asking if they do not wish photographs or videos to be taken by other parents/carers. We require every parent to agree to enable filming to take place.

We do not allow the use of any mobile devices to take images of children, or for any other purpose, in school. The use of mobile phones by staff is prohibited apart from in the school office and staff room. Any photographer used by Freshfield to take individual or family photographs provides references. Parents are informed of the date these take place and can choose for their child not to be photographed.

Items of Value

- Cash collected in school must go to the office and locked away in the safe as soon as possible.
- iPads are stored in a coded, locked cabinet in the Nursery.
- Staff mobile phones are locked in the staffroom and are not allowed to be used in the nursery. Office staff keep a mobile phone in the office to use in an emergency situation.
- Staff should not leave their personal property unsecured in unoccupied areas of the school. Property should be placed in the staff lockers which are located in the office area.
- Staff using keys should ensure that they are kept on their person and returned to the appropriate storage area as soon as possible after use.

Locking the Building

The Site Manager has the responsibility for opening and locking the building and grounds.

External doors and windows should be locked and checked by the Site Manager at the end of each day. The intruder alarm is activated when the premises are not occupied and all entry/exit/side gates are secured.

Air Horns

Air horns are attached to walls in each outside area; rear garden, side garden room play area and nature schools area to the rear of the school. If a staff member has any concerns about strangers on the school premises or a child has an accident, the air horn can be sounded and this will alert staff in the main building. Staff would also shout "lockdown" to alert staff to make sure all staff quickly go inside. The lockdown procedure are displayed in many areas of the nursery.

Reporting Concerns

Any concerns about the security of a child, an adult or about the school building and grounds must be reported immediately to the Co-Headteacher.

E-Safety and security

The school network is monitored by 'eSafe' global. This system monitors all computer activity by both staff and children in the school. The company email if there are any incidents. A termly update is included for governors on the Headteacher's report. The school's internet is protected by the Local Authority's firewall and virus protection systems.

The following policies also have further information linked to the safe and secure use of computers and the internet:

- Acceptable Use, E Safety, Clear desk clear screen
- Acceptable Use Remote
- Consent Policy GDPR
- Credit card/charge card usage policy
- Data breach new
- Data subject rights new
- Data Protection amended
- Finance manual and procedures
- Fraud and Theft policy for Schools
- Governors Allowances, inductions and visits
- Induction and transition policy
- Lone Worker
- Managing personal Information
- Personal electronic devices policy/mobile phones
- Privacy Notice schools
- Safeguarding
- Staff induction policy and development including ICT code of conduct and staff iPad pledge.
- Staff Leave of Absence
- Volunteers in school
- Whistleblowing/Confidential Reporting
- Write Off Policy