

Nursery Safeguarding and Pupil Security

September 2018

This policy should be read in conjunction with the University of Brighton Academy Trust Safeguarding Children in Education and Child Protection Policy.

At Robsack Wood Primary Academy, the safety of our Nursery pupils is paramount and for this reason the following guidance is provided for staff to support them in managing pupils' security throughout the day.

Entrance and Exit from the Academy Site.

The academy site has a secure gate system and the main pedestrian access is via phone entry system that rings in the nursery office and classroom. Between 8.30 and 9am and 3 and 3.30pm this gate and the side gate are opened by site staff to allow access for larger groups of parents. The main nursery door has an additional entry system and visitors can be clearly identified through the glass door. Staff should ensure that a practitioner who knows the parents and carers is on hand to answer the entry system to ensure that only known parents or carers are allowed into the hall way. There is then a second secure door to enter the main nursery. This can only be opened by staff with enhanced access on their fob.

If an unknown visitor is at the door staff should seek clarification and request a password from the parent or carer before permitting further entry. Parents and carers passwords are located on the admission contracts. Access should not be granted to unknown adults and therefore parents must be reminded that they should not hold open the door for others or allow anyone else into the setting. Clear signs are in place to support this.

At key points in the day groups of parents and pupils are welcomed and dismissed through the garden door. This is a secure fob system and opens onto a locked gated garden. This is always supervised by a senior member of staff at these times and parents must sign their children in and out on the sheet provided.

Parents leaving the grounds outside the times stated above need to ring the nursery to open the gate to ensure their exit is also secure.

Collection of Pupils

All children within the nursery have two authorised collectors as detailed on their admissions contract. On a daily basis, parents and carers also state who will collect the pupil on that day, on the pupil signing in and out sheet. If there is a change in circumstances, the parent must notify the nursery during the day and use the agreed password for the child. On occasions when parents are aware that they will not be home or in their usual place of work, they must notify the nursery and have the details recorded. In the event that a child is not collected by an authorised adult, staff should ensure that the child receives a high standard of care in order to cause as little distress to the child as possible.

When a pupil starts in the nursery, staff should inform parents and carers of our procedures so that if they are unavoidably delayed, they will be reassured that their child will be properly cared for. Parents of children starting at the nursery are asked to provide specific information which is recorded on the Nursery Admissions Contract. This information includes: The home address, home telephone number and mobile telephone number: Place of work, address and telephone number; Names, addresses and telephone numbers of adults who are authorised by the parent to collect their child from nursery, for example a child minder or

grandparent: Information about any person that does not have legal access to the child (supporting documentation must be provided).

Non- collection of pupils

In the event of non-collection at the end of the session/day, we follow the procedures below:

The signing in/out book should be checked for any information about changes to the normal collection routine. If no information is available, parents or carers should be contacted at home or work. If this is unsuccessful, the adults who are authorised by the parent to collect their child from nursery, and whose telephone numbers are recorded on the admissions contract, should be contacted. All reasonable attempts should be made to contact the parent/carers, for example through contacting a neighbour, or another member of staff may visit the child's home.

The child should stay at nursery in the care of two members of staff until the pupil is safely collected. The child should not leave the premises with anyone other than those named on the admissions contract or in the signing in/out book. If no one collects the child, and the nursery is closing, or staff are no longer able to care for the child the following actions will be taken. The Principal should be contacted and then if necessary staff should contact our Local Authority Children's Services Department Emergency Duty Service. A full written report of the incident should then be recorded on CPOMS. Depending on the circumstances, we reserve the right to charge parents for the additional hours worked by the staff.

Persons prohibited from collecting children

If a different adult comes to collect the pupil that we are unaware of, a call should be made to the parent or carer to check the identity of the person. The parent should then give verbal consent for this person to collect the pupil, prior to releasing the child. All staff should have an awareness of the adults who are authorised to have contact with or to collect a child. These details can be found on the pupils' confidential file, stored within the nursery office. Only adults over the age of 18 are permitted to collect nursery pupils.

Where contact with certain family members is forbidden, a record is kept of each family member with whom contact with the child is prohibited. If one of these family members should arrive at the nursery they must not be granted access and senior member of staff such as the Nursery Coordinator, EYFS Lead or Principal should be alerted. The child's primary carer must be informed of the incident immediately thereafter. In the event that the family member will not leave the premises calmly, staff should contact the Police.

Missing Child Procedure

In the event that a child is ever missed or found to be not present during session time an immediate search should be carried out by all available staff, ensuring that the rest of the pupils remain in ratio.

Staff should start by checking the register and signing in/out book and should then check all areas inside in a logical order. All areas should be searched including storage areas, cupboards and play equipment. All staff on the nursery premises should be consulted as to the last seen location of the child concerned. If the pupil is still not located, staff should then proceed to the outside areas within the perimeter of the nursery premises. Staff should search thoroughly whilst calling the child's name repeatedly. At this point the Nursery Coordinator/ EYFS Lead will inform the Principal of the missing child. If the pupil is still missing, all available staff from the Academy will join the search for the missing child. All vehicles on the premises should be checked if unlocked and staff should also check the underneath of all vehicles. All members of staff who are checking the premises will carry a mobile phone and immediately inform the nursery/ academy if the pupil is found. In the event that the entire nursery and academy site has been searched and the child has still not been found, the Nursery Coordinator/ EYFS Lead should inform the child's parent or carer. The Police would also be called whilst the nursery and academy grounds are rechecked. In addition, staff should search the area outside of the premises.

When following the Missing Child Procedure it is of the utmost importance that an incident form is completed on CPOMS. This should include details of the child, what they were wearing, the last sighting and of any witnesses as well as the measures taken to locate the pupil. This should be submitted to the Principal following the event.

Visitors

All visitors must report to the main academy prior to arrival at the nursery to sign in and have their identification checked. After this, a call will be made from the main academy to the nursery so they know to expect a visitor.

Policy Status and Review

Written by:	EYFS Lead
Owner:	Principal
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