

Policy title	Safeguarding and Pupil Security Policy
Written by	Natalie Pitts (Nursery Teacher)
Policy owner	Rob Smith (Principal)

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1. Entrance to the Academy Site

- 1.1 The Academy site has a secure gate system and the main pedestrian access is via phone entry system that rings in the main Academy office. On arrival at the main Academy gate, either at the 8.30, 9am or 12pm start, parents will be met by members of the Nursery team. If parents arrive early for their child's session, they will be required to queue outside the main gate until Nursery practitioners arrive. Children who arrive late to the Nursery will need to press the buzzer and speak to the main office to notify the Nursery that they are there.
- 1.2 The main Nursery door has an additional key pad entry system and visitors will need to report to the main Academy office before gaining entry to the Nursery. The main office will notify the Nursery of any visitors and will ask for identification of any visitors not known to them. Visitors will be asked to sign in at the main office. Once you have been identified by reception, there is a doorbell for you to press to alert someone from the Nursery main room to allow you access. There is then a second secure door via the front entrance to enter the main Nursery room. This can only be opened by staff who have the access code.

2. Exit from the Academy Site

- 2.1 Children will be collected via the main Academy gate and Nursery Practitioners will take children to their parents at either the 12pm, 3pm or 3.30pm collection times. If parents arrive early for their child's collection time, they will be required to queue outside the main gate until Nursery Practitioners arrive.
- 2.2 If an unknown visitor is at the gate, staff should seek clarification and request a password from the parent or carer before permitting the child to leave. Parents and carers passwords are located on the admission contracts and also within the main Nursery room.

3. Collection

- 3.1 We wish to ensure the safety of your child at all times. In order to do this, we need parents/carers to remember the following procedures when collecting children.
- i. A child will not be allowed to leave with anyone who is not on the collection list or has not been previously authorised to do so by the parent/carers.
 - ii. New collectors will need to be added to the collection form and introduced to the staff before being able to collect your child.
 - iii. A photograph can be provided for staff to recognise new collectors of children if a prior meeting cannot be set up. New collectors must know the password set up by the parent/carers which staff will know.

- iv. Parents/carers will be contacted if we have not been informed of any changes in the collection. Until this contact has been made, the child will not be able to leave. We will not let a child leave with anyone not authorised to do so.

3.2 By working together, we can ensure the safety of all children at the Nursery.

4. Late Collection

4.1 Failure to Collect a Child

- 4.1.1 If your child is not collected on time, the Nursery Teacher or Lead Practitioner will make contact with the parent/carer. If this is not possible, the named emergency contact person will be contacted.
- 4.1.2 If this is unsuccessful, the child will remain at the Nursery, in the care of a senior member of staff, until the end of the last session at 3.30pm.
- 4.1.3 We will then try to make contact again with parents and emergency contacts.
- 4.1.4 If this is still unsuccessful, the Principal of the Academy will be informed and an hour after the end of the last session, Single Point of Advice team (SPOA) will be called. A full written report must be completed on CPOMS. We reserve the right to charge parents for the additional hours worked by the staff.

4.2 Unavoidable Delay

- 4.2.1 If a parent/carer knows they will be late collecting their child, the Nursery must be informed by phone. The child will be kept at the setting until collected by the parent/carer or by a named person who is already known to Nursery staff and on the collection list.

4.3 Persistent Late collection

- 4.3.1 Children can become very upset by parents being late to collect them and can feel insecure as a result.
- 4.3.2 Parents/carers will be given a verbal warning and then a written warning before they are charged at the current hourly rate.
- 4.3.3 Persistent late collection can be viewed as abandonment of a child. These incidents will be recorded on CPOMS and a call will be made to SPOA with a subsequent statement of referral (SoR) will be submitted as required.
- 4.3.4 There will be immediate action regarding parents/carers who come in an unfit state to collect a child. Parents who present as the following will not be allowed to collect their child-



- i. Intoxicated
- ii. Medically unfit,
- iii. Aggressive
- iv. Lack of judgement and supervision to keep a child safe

The Principal will be informed and efforts will be made to identify the next contact to collect the child. In the event there is no one else to collect the child SPOA will be called.

5. Emergency Evacuation Procedure

- 5.1 All members of staff at induction will be fully trained in how to proceed in the event of a fire or other hazard and training will be updated as and when necessary.
- 5.2 In the event of a fire or other hazard, break the glass of the fire alarm and activate the alarm.
- 5.3 On hearing a fire bell, follow these procedures:

Procedure:

Procedure to be taken if all staff and children are indoors:

- i. Nursery Practitioners to lead children out of the building through the back fire door exit.
- ii. Named Fire Warden (Natalie Pitts or Senior Practitioner) to check the toilets and shut the door. Check the activity areas and follow the children outside, shutting the door as they go.
- iii. Nursery Administrator or nursery practitioner to check entrance hall, hallways and disabled toilet and follow the Nursery outside.
- iv. Nursery Practitioners to lead children to assemble in the lower playground of the Academy alongside children from the Academy.
- v. Named Fire Warden (Natalie Pitts or Senior Practitioner) to take the register and contact numbers to ensure all children and adults are accounted for.

Procedure to be taken if free flow is in operation:

- i. Practitioners outside to lead children down slope in order for the children to assemble in the lower playground of the Academy along with the children from the Academy.
- ii. Inside Practitioners to check the toilets and all activity areas and follow the children outside, shutting the door as they go.
- iii. Nursery Administrator or a member of nursery staff to check entrance hall, hallways and disabled toilet and follow the Nursery outside.
- iv. Named Fire Warden Natalie Pitts or Senior Practitioner to take the register to ensure all children and adults are accounted for.

- 5.4 A designated person at the Academy office will pass on relevant information to the Fire Brigade and will inform the Fire Warden or Senior Practitioner when it is safe to re-enter the building.
- 5.5 In the event of a critical incident occurring, the children and staff will be evacuated to Church in the Wood Field at the far side. See UoBAT Emergency Plan.

6. Missing Child at the Setting

- 6.1 The procedures to be taken, despite the security measures already in place to ensure the safety of the children in our care, if a child should go missing from the setting.
- 6.2 If a member of staff suspects that a child may be missing then:
- 6.3 All members of staff are alerted immediately.
- 6.4 All staff should immediately follow the action plan below:
- i. Staff have an agreed code word for an emergency to alert other practitioners
 - ii. All staff to take a head count of children in their immediate charge in order to identify the missing child.
 - iii. The Nursery Teacher or Senior Practitioner checks the children present, against the daily register, to confirm the identity of the missing child.
 - iv. Nursery Teacher or Senior Practitioner phones the Academy to inform the Principal that a child is missing.
 - v. The Nursery Teacher or Senior Practitioner stays with the children in the Nursery, providing a calm atmosphere, by singing with or reading a story to the children. If another staff member is present they will stay too.
 - vi. The remaining Nursery Teacher or Senior Practitioner conducts a thorough search of the premises both indoors and out.
 - vii. If a child is definitely missing, the Nursery Teacher or Senior Practitioner will contact the police and the child's parents immediately.

This policy is an appendage to Churchwood Primary Academy and University of Brighton Academies Trust policies.