

Hemingford Grey Playgroup

Policy: Security (inc Visitors and Intruders)

June 2017

Introduction

The security and safety of children at Hemingford Grey playgroup is of paramount importance. We know which children should be in Playgroup and complete a register at every session. Entry and exit times are recorded if they are different from the norm.

The following steps are taken to prevent children from leaving the premises and getting lost:

- The back door is locked with a thumb-turn lock. The front door when closed is a fire door with a push lever for adults, this door will be locked so it can't be opened from the outside. Double automatic doors can only be opened from the outside using a swipe card or from the inside using a push button.
- The garden gates have bolts on the outside, which are not accessible to children. Gates are checked in the morning and before children play outside.
- The school playground, which surrounds our premises, is secured by locked gates between 09:05 and 15:00.
- A member of staff stands at the gate at the beginning and end of the day, to ensure that children do not wander out.
- At 12pm a member of the Playgroup staff also opens and polices the garden gate.

Children are not allowed to leave with unauthorised adults unless playgroup is informed by the parent beforehand and parent completes the child collection book, the collecting adult is either known to Playgroup staff or is in possession of an agreed password.

Visitor Procedure

- All visitors are required to sign in and out using the visitors' book, stating what the purpose of their visit is.
- Unexpected visitors are to use the intercom. Who they are and what their business is, is established before letting them in. Proof of identity is requested if needed.
- If a staff member is unsure of the visitor, or concerned as to their reason for entering the premises, ask them to wait outside the gates, call the Manager.

Intruder Procedure

- On any person entering the Playgroup premises the Manager or Deputy is to approach them and ascertain their business.
- If they are expected or "recognised visitors" no further action needs to be taken.
- If unsure then the police are to be called immediately and the Critical Incident Procedure put into place.

Adult turning aggressive

- Should an adult become aggressive to a staff member or child, the child is immediately removed from the situation. The staff member remains calm and removes herself from the situation as appropriate. The Manager or Deputy is called for. If they are not available, it is essential that the staff member locates an alternative adult witness.
- Manager or Deputy to try and calm situation by removing adult from the main room to the outdoor area, safe place office or group room.
- Should they not wish to do this; two adults remain to calm the situation. The other adults move the children to the school building and then the police are called.

Under no circumstances should the children be put at risk from the intruder, the Manager is to try and deal with the situation. In all cases of uncertainty the police are to be called on 999 for advice and assistance.

This policy was adopted at a meeting of Hemingford Grey Playgroup Committee, held on 24th March 2009, and reviewed at a meeting held on 4th May 2011 and 7th May 2014. Amended at a meeting held on 21st October 2014. Reviewed and amended 20th September 2017.

Signed by the chairperson, on behalf of the Committee:

..... (Chairperson's name - block capitals)

..... (Chairperson's signature)

..... (date)