



## Safeguarding

### Magdalene preschool

### Maintaining children's safety and security on premises

#### Policy statement

Magdalene Pre-school maintains the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

#### Procedures

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

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- Adults do not supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.

##### *Security*

- Systems are in place for the safe arrival and departure of children.
  - No one under the age of 16 years old may collect a child from preschool
  - Children are recorded as they enter on the 'Door register'
  - The times of the children's departures are recorded, we have a 'Late arrival' register.
- Parent/carers are
- 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.

### Late Collection

In the event that a child is not collected at the end of the session from Magdalene preschool by an authorised adult at the end of the session the setting puts into practice agreed procedures. 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 occasionally unavoidably delayed, they will be reassured that their children will be properly cared for.

If a child is not collected at the end of the session within 10 minutes, we follow these procedures:

- The child's file is checked for any information about changes to the normal collection routines. Alternative collection forms are checked.
- If no information is available, parents/carers are contacted at home or at work.
- Only adults who are authorised by the parents to collect their child and 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.
- 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 unallocated children.
- We contact our local authority children's social services care team.
  
- The child stays at the setting in the care of two staff until the child is safely collected either by parents or social 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 is made of the incident.

If you are late on more than 3 occasions, we will reserve the right to implement a fee. This late fee is charged because of charges incurred by the setting.

If you are persistently late you will be asked to look for an alternative setting for your child.

Excessive lateness is a safeguarding issue & will be recorded.

If you think you might be late for any reason, please phone the setting ASAP to let a member of staff know.

#### Other useful Pre-school Learning Alliance publications

- Risk Management in Early Years Settings (2007)

Signed.....Date.....

On behalf of the management committee

This policy was implemented on .....Updated.....