

Safeguarding children

Maintaining children's safety and security on premises

Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners		

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- Where possible adults do not normally 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.
- The arrival and departure times of adults, 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.

Arrival and departure

- A member of staff will welcome parents/carers and children individually into our setting on arrival and will welcome parents/carers into the setting for collection where they are told about their child's day.

Collection by another adult

- Staff will only allow a child to be collected by an authorised adult (these are those adults that are named on your child's registration form). Parents and carers must inform staff daily if another authorised adult is collecting their child. In cases where none of the authorised adults are able to collect a child another adult may be appointed; Staff will ask the adult for identification before allowing the child to leave with the now authorised adult.
- ***Happy Kids reserves the right to refuse an unauthorised adult from collecting your child.***

Emergency evacuation

- The setting has a room plan showing the designated fire exit routes and evacuation point.
- The setting displays the names of the designated fire officer and assistants.
- Evacuation procedures are tested at regular intervals and at least once every term and at different times and days of the week. These are recorded and used to inform any changes to the procedures.
- When an emergency has first been reported then the following action must be taken:
- The session leader will raise the alarm.
- The staff, student/s and volunteers must support the children to form a line next to the nearest and safest fire exit. The children should be partnered to help children feel more secure.
- One member of staff may need to support any adult or child with physical disabilities.
- The session leader must collect the register and emergency bag which contains a mobile phone, emergency contact details, details of medications and a first aid kit. The session leader will check all areas to ensure all staff and children are together including the toilets, outside play area and staff area.
- One adult will then lead the children out of the building through the nearest designated fire exit route while another ensure the children keep together. One adult must remain at the back to ensure all children leave the building.
- When walking to the designated evacuation point there should be one adult at either end of the line, and where possible, one in the middle of the line. This should ensure all children keep together.

- Once at the evacuation point the session leader must carry out a head count before contacting parents.
- One member of staff should contact the emergency services.

Lockdown procedures

If an emergency happens the setting manager must act quickly to assess the likelihood of immediate danger. In most cases the assumption should be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive.

As soon as the emergency services arrive it is essential staff comply with instructions at all times.

Upon alert to lockdown

Stay calm.

Ensure staff and children stay in their designated areas. Stay in the room you are working in, secure all doors and windows and await further instructions.

Close curtains and blinds where possible.

Stay away from windows and doors.

Stay low and keep calm, it might be an idea to rehearse this with children in an age appropriate way, in the same way that you would rehearse fire evacuation. Lock-down must be rehearsed and recorded termly.

Tune into a local TV or radio station for more information.

Do NOT make non-essential calls on mobile phones or landlines.

If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.

Be alert

Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door. This is another element of your 'lockdown' procedure that can be practised in an age-appropriate way with the children to avoid them becoming anxious when staff do not respond to the doorbell in the usual way.

Do NOT travel down long corridors.

Do NOT assemble in large open areas.

Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Following the lockdown

Co-operate with the emergency services to help in an orderly evacuation.

Ensure you have the Register and children's details with you.

Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.

The police may require other individuals to remain available for questioning.

Sleeping children

- Sleeping children will be checked every 10 minutes and details recorded on the Sleep Record Chart. Monitors will be kept on at all times whilst the child is in the sleeping area or staff will remain with the children. Children will be checked to ensure they are breathing, that they are not too hot or too cold and that their faces are clear of any bedding. Children will be positioned on their back when they sleep and with any blanket tucked in no higher than their shoulders. For children sleeping in a cot they will be positioned so that their feet touch the end of the cot.
- Every child will have their own clean bedding provided.
- Mattresses will be sanitised after each use.
- The child's personal comforter will be readily available as needed.
- We will endeavour to keep the room temperature at 18 degrees centigrade and maintain good ventilation.

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Signed on behalf of the company	<i>Steve Scott</i>
Name of signatory	Steve Scott
Role of signatory	Director