



Keeping Children Safe

Maintaining children's safety and security on premises

Twiggs lane preschool maintains the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Twiggs Lane Preschool ensures that all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure Barring Service (DBS). Volunteers/students and directors also hold a valid DBS check.

We use a keyperson approach to ensure that each child has a named member of staff with whom to form a relationship with and who plans with families for the child's wellbeing and development in the setting. The key person meets regularly with the family for discussion and consultation on their child's progress.

All children are supervised by DBS checked adults at all times. Whenever there are children present on site, there are at least 2 adults, appropriate child/adult ratios always adhered to.

We carry out daily and annual risk assessments to ensure children are not made vulnerable within any part of our premises, not by any activity. Risk assessments are completed prior to any preschool outing.

Ratios

- we have a minimum of 3 staff members at the setting at any one time
- we follow the guidelines set out in the statutory framework for early Years foundation Stage, these being, for children aged 2 we have one member of staff for every four children, for children aged 3 and 4 we can have one member of staff to thirteen children when we have the staff member who holds Qualified Teacher Status working directly with the children, however we like to remain our ratio at one staff to eight children ages 3 and 4 years old.

Security

- systems are in place for the safe arrival and departure of children
- prior to the opening of the preschool all children remain the responsibility of the parent/carer. A staff member will welcome the children and their parent/carer at the beginning of the session, any communication can be exchanged at this time, when the parent/carers have left a staff member will ensure that the gates are closed and secured with a padlock. The entrance door is then locked for security, however this will still allow exit in the event of a fire drill, the locking mechanisms is to prevent anyone coming in.
- children leaving the premises are supervised until they reach the care of their parent/carer. The children then become the responsibility of the person collecting them. Staff will be available at this time of day after the children have left should parents/carers want to speak to a staff member.
- A register is taken at the beginning of the session and the times of the children's arrivals and departures are recorded.



- The arrival and departure times of staff are recorded in the office. Volunteers and visitors are required to record in the visitors' book.
- Our systems prevent unauthorised access to our premises
- Our systems prevent children from leaving our premises unnoticed
- One gate is padlocked at the request of an ofsted inspection
- The personal possessions of staff and volunteers is kept in the office during session times.

Supervision of children on outings and visits

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff at Twiggs Lane Preschool ensures that there are procedures to keep children safe on outings, all staff and volunteers are aware of the procedure below:

- When going on an outing parents/carers have already signed consent on their child's registration form
- Parents/carers are informed when the outing/visits are due to take place via letters/emails or on Family, this could include asking for voluntary help.
- When walking along busy roads or in adverse weather conditions high-visibility jackets are provided
- A risk assessment for each outing is carried out, which is reviewed regularly by staff and also will be available for parents/cares and ofsted to view
- Staff will take a mobile phone, first aid kit, tissues, wipes, and any other essentials depending on the length of the outing. Childrens medication will be taken on any outings.
- All information of the outing is included on the risk assessment forms
- Staff will take a list of children with them with contact numbers of parents/carers.

Missing child

Childrens safety is always maintained as the highest priority both on and off the premises. In the unlikely event of a child going missing, our procedure is as follows.

Child goes missing on premises

- As soon as it is noticed that a child is missing a member of staff alerts the manager/deputy manager
- Information will be gathered, whilst another member of staff starts the search.
- The manger/deputy manager will carry out a thorough search of the building and the outside premises, including sheds and infant school grounds. Infant school staff will be informed, other staff will keep all children safe and maintain calm and order within the session.
- Doors/gates will be checked to see if there has been a breach of security where a child could have wandered out.
- If child is nowhere to be found, then the police will be contacted and then the parents/carers will be informed
- The preschool manager/deputy manager talks to the staff to find out when and where the child was last seen and records this.



- The preschool manager contacts the directors of Twiggs Lane Preschool and reports the incident
- All events of the missing child are recorded in detail and people who have been involved are interviewed so all details and information are correct.
- Ofsted, services for young children and safeguarding team informed

Child goes missing on an outing

This is for when children are taken off site by staff members (risk assessments are completed prior to outing)

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated carer and carry out headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The preschool manager is contacted immediately if not on the outing and the incident is recorded, this is not usually the case however need to be aware if they do not attend.
- If an indoor venue, the staff will contact the venues security who will handle the search and contact the police if the child is not found. If an outside venue, the police will be called.
- The manager/deputy contact the parent/carers who makes their way to the venue
- Staff will take remaining children back to preschool
- The preschool manager contacts the directors and reports the incident. If a director is available, they will be asked to come to the setting immediately.

The investigation

- manager/deputy to ensure all staff and children remain calm
- manager/deputy together with a director of Twiggs Lane Preschool will speak with parents/carers
- together the above will carry out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The staff member writes an incident report detailing:
 - The date and time of the incident
 - What staff/children were in the group/outing and the name of the designated staff responsible for the missing child
 - When the child was last seen in the group/outing
 - What has taken place in the group or outing since the child went missing
 - The time it is estimated that the child went missing
- A conclusion is drawn as to how the breach of security happened
- If the incident warrants a police investigation, all staff cooperate fully. In this case the police will handle all aspects of the investigation, including interviewing staff. Children's social care may be involved if it seems likely that there is a safeguarding issue to address.
- The incident is reported under RIDDOR arrangements (see the reporting of Accidents and Incidents policy); the local authority Health and safety officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, ofsted is informed as well as the safeguarding team.



- The insurance provider is informed.

Managing people

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible
- The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger and they may be afraid. Manager/deputy will need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents/carers will feel angry and fraught. They may want to blame staff and may single out one staff member over others, they may direct their anger at the preschool manager/deputy. When dealing with a distraught and angry parent, there should always be two members of staff, the preschool manager/deputy will; deal with the parents/carers. No matter how understandable the parent/carers anger may be, aggression or threats against staff are not tolerated, and the police should be called.
- The other children are also sensitive to what is going on around them, they too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- In accordance with the severity of the outcome, staff may need counselling and support. If a child is not found or is injured or worse this will be a very difficult time.
- Staff must not discuss any missing child incident with the press without taking advice to do so.

Uncollected child

In the event that a child is not collected by an authorised adult at the end of a session/day, Twiggs Lane Preschool 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 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 unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

- Parents of children starting at Twiggs Lane Preschool are asked to provide the following specific information which is recorded on our Registration Form:
 - Home address and telephone number, including mobile numbers
 - Place of work, and telephone number for parents/carers
 - If parents are separated, we ask for both parents contact information
 - Names, addresses, telephone numbers of adults who are authorised by the parents/carers to collect their child from preschool. (Unless authorisation has been given, we are unable to let children leave with any unknown adult) should a situation



become volatile with an unknown adult trying to collect, children will be secured in a safe place with appropriate staff and the police will be called.

- On occasions when parents/carers are aware they will not be at home or their usual place of work, they inform us, and we will make a note of how they can be contacted.
- If parents/carers or the agreed person are unable to collect and someone else will be collecting, we use a password system so that we can identify the adult using the password the parents/carers have agreed.
- We inform parents that we apply our safeguarding procedures in the event that their child is not collected from the setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.
- If a child is not collected at the end of the session/day, we follow the following procedure:
 - The child's file is checked for any information about changes to the normal collection routines
 - If no information is available, parents/carers are contacted at home or work
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the preschool and whose telephone numbers 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.
 - The child stays at the setting in the care of two fully qualified staff one being either the manager or deputy until the child is safely collected either by the parents or an authorised adult.
 - Children's reception team would be contacted on 0300 555 1384 if necessary.
- A full written report of the incident is recorded and kept in the safeguarding file.
- Depending on the circumstances, we reserve the right to charge parents/carers for the additional hours worked by our staff.

Procedure to follow if a parent from a family with alternative parenting arrangements attempts to visit or collect their child without written consent or prior notice given.

Manager/deputy will speak with the parent who is requesting access to their child in an area away from the setting and child, however in full view of other staff, or if necessary, another staff member will be present.

The child may be removed from the setting into another area by a member of staff if required.

Manager/deputy will endeavour to rectify the situation and if required will contact relevant party to obtain advice to decide which steps to follow.

When all attempts have been made to resolve the situation have failed, and the parent becomes abusive or refuses to leave the setting when asked to do so, the police will be contacted without fail. In some cases, we may out in place individual procedures for children with alternative parenting arrangements.

Review date: March 2023

Signed Manager:
Kirsty Harkins