

The Baird Primary Academy

Nursery Safeguarding and Security Policy

THE BAIRD
PRIMARY
ACADEMY

Implemented October 2015

Nursery Safeguarding and Security Policy

This policy should be read in conjunction with the Hastings Academies Trust [*Keeping Children Safe in Education and Child Protection Policy*](#).

RATIONALE

At The Baird Primary Academy, the safety of our pupils is paramount and for this reason the following guidance is provided for staff to support them in managing pupils' security throughout the day.

AIMS

- To ensure all staff are aware of and adhere to procedures to maintain the safety and of children throughout the day.

Supervision

In line with statutory requirements, we ensure that children in the Nursery are adequately supervised at all times. This includes a 1:13 ratio when a qualified teacher is present and a 1:8 ratio at other times. We adhere to guidance that children should always be within hearing OR sight but preferably both. For example a child may go to the cloakroom to collect their coat but an adult does not have to go with them as this area is within hearing of the activity room. When an entire room or area is in use (e.g. the outside area) an adult will always be present.

Security

Visitors

All visitors must report to the Academy Office prior to arrival at the Nursery to sign in as part of emergency evacuation procedures and have their identification checked. After this, a call will be made from the Academy Office to the Nursery so they know to expect a visitor. All visitors should wear a visitor's sticker at all times. Staff should ensure that any visitors do not have individual access to the pupils without an enhanced DBS check. This information is available from the Business Manager and the Single Central Record.

Answering the door

The main Nursery door has a glass panel which allows staff to see who is at the door. Staff should ensure that a practitioner who knows the parents and carers is on hand to answer the door and that only known parents/carers are allowed within the Nursery. During session times, this door is secured so that children cannot leave the Nursery.

Gate Security

The Parker Road gate and the Elphinstone Avenue gate is opened by the site manager each morning. The Parker Road gate closes on an automatic timer which locks at 9am and the Elphinstone Avenue gate is locked manually by 9.15am. Staff should ensure by visual check that this has been actioned before using the outside play area. The gate is unlocked and supervised by a member of staff from 11.45-12.05, to allow for the session change. This member of staff will be vigilant in ensuring that only known parents/carers access the site at this time. The gate then remains locked until 3pm when unlocked by the site manager for all families.

Pupil Arrival and Dismissal

Morning session Arrival:

All children should arrive, accompanied by their parent/carer through the main Nursery door at the start each session, where they will be greeted by a member of staff. Children will then 'self-register' by placing their name on the tree. Parents and carers are invited to settle their child before leaving. Staff will remain on the door and in the quiet/circle room to ensure that no children leave, whilst others are arriving. The door is then secured and the Nursery teacher will complete the register(s) for the session and displays at the information point by the door.

Morning session Dismissal:

Children end the session in the circle room, supervised by adult. A member of staff who knows the parents/carers will open the door and call the children out one by one when their parents are seen. Children will remove their apple from the tree to indicate that they are leaving and collect their things. Information relating to the child's day will be shared at this point. If a longer (or confidential) conversation is required, parents are invited to wait in the activity room until the other children and parents have left.

The door is then secured whilst children staying all day prepare for lunch.

Afternoon session Arrival:

All children should arrive, accompanied by their parent/carer through the main Nursery door at the start each session, where they will be greeted by a member of staff. Children will then 'self-register' by placing their name on the tree and wash their hands, in preparation for lunch. Parents and carers are invited to settle their child before leaving. Children go to the activity room to have their lunch. Staff will remain on the door and in the activity room to ensure that no children leave, whilst others are arriving. The Nursery teacher completes the register (s) as children arrive and displays it at the information point by the door. The door is then secured.

Afternoon session Dismissal:

Children end the session in the circle room, supervised by an adult. A member of staff who knows the parents/carers will open the door and call the children out one by one when their parents are seen. Children will remove their apple from the tree to indicate that they are leaving and collect their things. Information relating to the child's day will be shared at this

point. If a longer (or confidential) conversation is required, parents are invited to wait activity room until the other children and parents have left.

Collection of Pupils

Authorised Collectors

All children within the Nursery have two authorised collectors as detailed on their admissions contract. If there is a change in circumstances, the parent must notify the Academy Office during the day and use the agreed password for the child.

Collection at other times for special circumstances

If a child is ill and needs to go home, parents/carers will be contacted. Children must be signed out when they are collected and the register for the session updated. If a parent wishes to collect their child unexpectedly at a time other than the usual collection time, they must contact the academy office. Children must be signed out when they are collected.

The Register for each session will be up-to-date at all times and placed at the information point in the Nursery, ready to be taken out to be used in the event of an Emergency Evacuation.

Persons prohibited from collecting children

If a different adult comes to collect the pupil that we are unaware of, a call should be made to the parent or carer to check the identity of the person. The parent should then give verbal consent for this person to collect the pupil, prior to releasing the child.

All staff should have an awareness of the adults who are authorised to have contact with or to collect a child. These details can be found on the pupils' confidential file, stored securely within the Nursery.

Where contact with certain family members is forbidden, a record is kept of each family member with whom contact with the child is prohibited. If one of these family members should arrive at the Nursery they must not be granted access and a senior member of staff such as the Head of Pastoral support/Vice Principal/Principal should be made aware of the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter. In the event that the family member will not leave the premises calmly, staff should contact the Police.

Non-Collection of Pupils

In the event that a child is not collected by an authorised adult, staff should ensure that the child receives a high standard of care in order to cause as little distress to the child as possible.

When a pupil starts in the Nursery, staff should inform parents and carers of our procedures so that if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

Parents of children starting at the Nursery are asked to provide specific information which is recorded on the Nursery Admissions Contract. This information includes:

The Baird Primary Academy

- The home address, home telephone number and mobile telephone number
- Place of work, address and telephone number (if applicable)
- Names, addresses and telephone numbers of adults who are authorised by the parent to collect their child from nursery, for example a child minder or grandparent.
- Information about any person that does not have legal access to the child (supporting documentation must be provided).

On occasions when parents are aware that they will not be home or in their usual place of work, they must notify the Nursery and have the details recorded.

On occasions when parents, or the persons normally authorised to collect the child are not able to collect, they must record the name of the person who will be collecting their child in the signing in/out book. The Nursery Coordinator or Lead Practitioner will agree with the parents how the identification of the person who is to collect their child will be verified (password or prior meeting if time permits).

Parents are informed that if they are not able to collect their child as planned, they must inform the Nursery so that back-up procedures can be put into place. We will provide the parents with our contact number. We will also inform parents that in the event that a child is not collected from nursery by an authorised adult, and the time is such that staff can no longer supervise the child in our premises, the Nursery will apply the Safeguarding Procedures as set out in the Safeguarding Policy.

In the event of non-collection at the end of the session/day, we follow the procedures below:

- The signing in/out book should be checked for any information about changes to the normal collection routine.
- If no information is available, parents or carers should be contacted at home or work.
- If this is unsuccessful, the adults who are authorised by the parent to collect their child from nursery, and whose telephone numbers are recorded on the admissions contract, should be contacted.
- All reasonable attempts should be made to contact the parent/carers, for example through contacting a neighbour, or another member of staff may visit the child's home.

The child should stay at The Baird Primary Academy Nursery in the care of two members of staff until the child is safely collected.

- The child should not leave the premises with anyone other than those named on the admissions contract or in the signing in/out book.
- If no one collects the child, and the Nursery is closing, or staff are no longer able to care for the child, The Baird Primary Academy Nursery applies the procedures set out in the Safeguarding Children Policy. The Principal or Vice Principal should be contacted and then staff should contact our Local Authority Children's Services Department, Duty and Assessment Team 01424 724144.
- A full written report of the incident should then be recorded using an incident form.
- Depending on the circumstances, we reserve the right to charge parents for the additional hours worked by the staff.

Missing Child Procedure

In the unlikely event that a child is ever missed/found to be not present during session time, **a note of the time should be made** and an immediate search should commence by all available staff, ensuring that the rest of the pupils are supervised within ratio requirements.

- Staff should start by checking the register and signing in/out book and should then check all areas inside in a logical order. All areas should be searched including storage areas, cupboards and play equipment.
- All staff on the nursery premises should be consulted as to the last seen location of the child concerned.
- If the pupil is still not located, staff should then proceed to the outside areas within the perimeter of the nursery premises. Staff should search thoroughly whilst calling the child's name repeatedly. At this point the Nursery teacher/most senior practitioner will inform the Principal/ Vice Principal of the missing child.
- If the pupil is still missing, all available staff from the Academy will join the search for the missing child.
- All vehicles on the premises should be checked if unlocked and staff should also check the underneath of all vehicles.
- All members of staff who are checking the premises will carry a mobile phone and immediately inform the Nursery/ Academy office if the pupil is found.
- In the event that the entire Nursery and Academy site has been searched and the child has still not been found, a member of the Leadership Team should inform the child's parent or carer. The Police would also be called whilst the Nursery and Academy grounds are rechecked. In addition, staff should search the area outside of the premises.

When following the Missing Child Procedure it is of the utmost importance that an incident form is completed. This should include details of the child, what they were wearing, the last sighting and of any witnesses as well as the measures taken to locate the pupil. This should be submitted to the Principal following the event.

Use of mobile phones

The use of mobile phones (for making and receiving call and/or taking photographs) is not permitted within the Nursery whilst children are present. Staff's personal belongings should be stored securely within the Nursery storage areas. Only equipment owned by the school, such as ipods/ipads/other tablets are to be used for taking photographs of children learning. These devices should require a pin to access them. If a digital camera is used, it should be stored securely after use.

This policy will be reviewed annually by the Foundation Academy Leader.

Ms. Tsai Tenn, Principal, The Baird Primary Academy

This policy was implemented on 8th October 2015

Signed (chair of governors)



Reviewed