



Maintaining children's safety and security on premises

Visitors & Collection procedures

Table of Contents

Children's personal safety	2
Security	2
Visitors	3
Collecting children	3
Late collection	3
Uncollected children	4
Parent/carers under influence of alcohol	4
Staff are aware of:	4
Emergencies	4
Safety	4



Rocket Productions is committed to the safety and wellbeing of the children while at the Pre-Prep or on an activity organised by it. We aim to foster a safe culture where staff are confident to raise concerns and understand how to provide a safe and secure environment for all children.

All Pre-Preps have suitable staffing arrangements to meet the needs of all children and ensure their safety. Children are supervised adequately at all times, both indoors and outdoors and during eating times. The Health and Safety Coordinator (Deputy Head), oversees the daily completion of safety checks of the premises (opening and closing checklists) including indoors and outdoors, equipment and resources, kitchen and snacks, as well as termly and annual risk assessments. Please also read our Health & Safety policies and Parents manual for more information.

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure (DBS) from the Criminal Records Bureau (see Suitable Person & Safer recruitment policy). All staff are registered with the Update Service which we check annually.
- We meet the staff:child ratios as required by the EYFS Statutory Framework, updated 2021.
- All children are supervised by employed teaching staff at all times.
- Whenever children are on the premises (indoors and outdoors area) at least two staff must be present.
- We carry out regular risk assessments to ensure premises and activities are safe and suitable to the children in our care and teachers understand their responsibility to ensure all equipment and resources are fit for purpose and appropriate to the children's stage of learning and development (see Suitable premises, environment and equipment policy).
- As part of our Rocket Practical skills and values, we teach children how to keep themselves safe as well as how to become increasingly independent and communicate when they need help.

Security

- Systems are in place for the safe arrival and departure of children. At our Pre-Preps we have morning, afternoon and all day sessions as well as after school clubs. All children have a designated slot for drop/off and collection. During these times the Head Teacher or a Senior member will be at the door greeting parents/carers.
- Front door and all other exits should always remain closed and locked after drop-off/collection time. If it should fail in any way then it should be reported immediately to the Head Teacher who will make arrangements for it to be repaired and will assign a staff member to look after the entrance/exit while is being fixed.
- All entrances and exits must be kept clear and unobstructed at all times in case of an emergency.
- The person on door duty (generally either the Head Teacher, Deputy or Office Guru) must record any unusual happenings or statements made to them.
- We have a procedure in case of intruders (see Fire and Emergency procedures).



Visitors

- Most Visitors would have had to book in advance. These may include prospective parent/carers, other professionals e.g. local authority workers or therapists, inspectors, parent parenthood activities...
- Any visitors must ring the doorbell and a member of staff will open the door and meet them (preferably only the Office Guru or Head Teacher).
- All visitors must ID themselves. Please notice that no unknown person will be allowed access to the building and only authorised carers will have access to collect children. Parents need to securely email us authorised collectors information with their permission (e.g. name and photo of their nanny) for them to be able to collect a child.
- All visitors must sign in with the Sign-in app on our Office's Ipad on arrival. At no time should a visitor be left alone in the building and never be left with a child. All visitors must sign out as they leave.
- All visitors will wear a 'visitors lanyard'
- Visitors must be informed of any relevant policies to ensure the safety and wellbeing of children and staff, for instance not using mobile phones and recording devices (E-safety policy) and our Fire emergency procedures (exits).

Collecting children

- Each child must have at least one known authorised collector (please note the minimum age is over 18). Parents are asked to email full name and photo of any authorised carers such as nannies.
- If another person is to collect the child, parents must notify the Pre-Prep prior collection. A password can be provided to the parent by the Office Guru or Head Teacher and proof of identification will be required before the child is handed over.
- If somebody unknown to the staff or if a different person calls to collect a child, the parents will be contacted to clarify the situation. The parents' permission must be obtained before handing over the child.
- If an absent parent arrives to collect their child, the Pre-Prep will not restrict access unless a court order is in place.
- All staff must be aware that some children are not allowed to come into contact with members of their own family/friends. In such circumstances, if one of these family members/friends should call at one of our Pre-Preps, they must be not granted access and the child's main carer must be informed of the incident immediately thereafter.

Late collection

At our Pre-Preps we have morning, afternoon and all day sessions as well as after school clubs. Information on this is given in the parents manual and during the settling in sessions.

If you are ever running late you must call the Office as soon as possible to inform them of the situation and expected time of arrival. They will inform the teachers.

If you need to designate someone to collect your child who is not on our consented list please agree a safety password with the Office in advance to be used by anyone collecting a child.



Uncollected children

In the event of **uncollected children** at 3.00 or 4.00pm, the teacher/key person will remain with the child and will continue to call all the contact numbers for the child.

If the child has not been picked up by 4.30pm then he/she will remain under the Head Teacher's care until 6.00pm. The Head will continue to call the emergency/contact numbers and these calls will be logged on the incident form.

Social services will be contacted if none of the potential carers have come forward by then.

The Head will remain in the building until suitable arrangements have been made with Social services for the collection of the child.

The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child during the process.

Parent/carer under influence of alcohol

If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs and it is believed the child is at risk we will follow our safeguarding/child protection procedures, discuss with Head Teacher or DSL and contact social services and the police.

Staff will do their utmost to prevent a child from travelling in a vehicle driven by them and if necessary the police will be called.

The emergency contact or authorised carers will be contacted to collect the child if necessary.

Staff will demonstrate good safe practice. All staff must be aware at all times of any risks to the children or themselves. Should there be a risk, it should be reported immediately to the Head Teacher.

Staff are aware of:

- The ability of each individual to protect him/herself
- Concern and consideration for the safety of others
- Knowledge of what to do in an emergency and how to deal with accidents
- To be alert and controlled in an emergency
- Staff are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- Our Pre-Preps will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents.

Emergencies - See the Fire and Emergency Policy as well as First Aid Policy.

Safety

We will ensure that we comply with all health and safety regulations. Please see our Safeguarding policies and procedures for more information.