

Stower Vale Pre-School

CHILDREN'S SECURITY

Stower Vale Pre-School recognises its responsibility to ensure that all children are safe and secure while attending the setting. All entry doors and gates will be locked while children are on the premises and all adults entering the building or grounds will be identified.

Visitors to the setting will be required to sign the visitors' book and will be accompanied in the building at all times.

All staff will be responsible for welcoming the children at the beginning of the day and for handing the children over to his/her parents at the end of the day. Attendance records will be updated throughout the day to provide an accurate record of child numbers for fire/emergency evacuation purposes.

If there are any changes to who is collecting the child at the end of the day, it is the responsibility of the parent/carer to notify the Pre-school staff during the day either by telephone or in written form.

It is the responsibility of the parent to sign the child in & out of the premises. If the child leaves with another named adult consent of the parent needs to be written in the diary.

Children will be handed over at the end of the Pre-school day or session to an identified person. If the staff has any concerns about the person who arrives to collect a child, they will inform the manager immediately. Procedures are in place to ensure the safety and wellbeing of any child not collected at the end of the day.

Regular checks will be made throughout the day to ensure that all children are accounted for from outdoors to indoors and when on outings. Risk assessments are carried out before children go on outings of any nature and all staff are aware of the procedures to follow in the event of a child being lost.

Procedures Attached.

Lost child procedures

Uncollected child procedure

LOST CHILD PROCEDURE

The following procedure will be used in the event of a child going missing during a session.

Supervisor to check register, do a head count and identify which child is missing.
Check the diary to see if parent has already collected child.

Ensure all other children are safe, secure and kept calm.

Allocate one member of staff to check all areas inside building e.g. toilets, cloakroom, staff toilet etc.

One member of staff to check all outdoor areas, including playhouse, in and around shed, under steps and behind tree. Check both exits are still secure.

Notify school office to obtain any extra assistance and to search school grounds.

Telephone parent/carer; if not available refer to emergency contact numbers.

Notify Police and Children's Services.

Notify Ofsted

Review Risk Assessment

Children's Services

North Dorset Office

Bath Road

Sturminster Newton

Dorset DT10 1DR

Tel: 01258 472652

Out of Hours: 01202 657279

UNCOLLECTED CHILD PROCEDURE

The following procedure will be used if a parent/carer fails to collect a child from the Pre-school:

If a parent/carer has not arrived by the end of the session and no phone calls have been received then double check the Diary to see who should be collecting child. Contact School Office as parent/carer may have made contact with them.

Appoint an adult to re-assure child and keep occupied.

Make every effort to contact the parent using Pre-school phone.

Refer to register and Registration Form for details of emergency contact numbers. Phone partner, family member or friend listed. They may know where the parent is. If partner or first contact no. is available ask if they could collect child. Leave phone message for the parent telling them what you are doing and leave a number to contact you.

If emergency contact collects child and parent has still not arrived by the time staff have to leave then continue to try and contact parent and put notice on the front door of building asking them to phone you. Ensure person collecting signs in the Diary with time collected. Give your home number and also the number of another member of staff who knows situation.

When parent contacts you tell them where the child is.

If we cannot contact anyone then two adults (staff /committee) will stay with the child either at the Pre-school or in the school for one hour.

If the emergency contacts & parents are still not contactable then the Children's (Social) Services will be contacted.

Children's Services
North Dorset Office
Bath Road
Sturminster Newton
Dorset DT10 1DR

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Agreed by.....

Authorised Signatory.....

Date.....

Date of Review: one year