



CLIFTON PLAYGROUP LTD

Clifton Playgroup Ltd
Company Ltd by Guarantee 07342930

Security, including Terrorism Policy and Procedure.

Safety procedures.

Appendices to Safeguarding Policy

AIM

To the best of our ability to ensure the safety of the families, carers, children, staff and other visitors to the Playgroup, whilst attending /working/visiting at Playgroup. Having a series of practical safety procedures to follow, working in partnership with Clifton upon Dunsmore Primary School.

STAFFING/VOLUNTEERS

1. To ensure that all staff have been employed using Warwickshire County Councils Safer Employment and by all staff holding a DBS. Regularly renewed on a 3-yearly role. Safeguarding one-to-one meetings termly and appraisal process where they will be asked to update their DBS status and discuss any changes they wish to talk about.
2. Having a named Safer Recruitment Officer to oversee the process of staff recruitment. From advertising, selection, calling for references, recruitment and probationary period then to full contract.
3. Procedures in place to ensure that all staff/Board of Directors are accountable for their actions and that safeguarding policies and procedures are in place and are under regular scrutiny to ensure they meet the needs of the playgroup and uphold the Safeguarding guidelines of Warwickshire County Council.
4. Regular volunteers and students on placement have DBS checks and are never given one to one access to children and any information held on the users/workers of Playgroup past or present. This is managed by the

scrutiny of the Manager/Supervisor. Everyone will sign a confidentiality contract.

Supervision of visitors

All visitors must sign the Visitor's Book on arrival and departure.

- If a visitor is more than an hour in the Playgroup, the Manager/Supervisor must point out fire procedures.
- All visitors will be reminded that mobile phones are not to be used in the Playgroup. Not even to take photos of their own children due to other children inadvertently being in the photo.
- A member of staff must accompany visitors in the Playgroup at all times whilst in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.
- Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the Playgroup must be recorded in the Visitor's Book and accompanied by a member of staff at all times whilst in the building
- The Manager must ensure all contractors accessing the Playgroup whilst children are present have suitable DBS checks and not left alone in any area that children may use (school may have done these checks but the Manager should check this with school)
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander
- Parents, visitors and students are reminded not to allow entry to any person whether they know this person or not. Staff within the Playgroup should be the only people allowing external visitors and parents entry to the Playgroup.
- The Playgroup will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, staff members and parents.

Security if there is an Intruder

- The Playroom is alarmed for hours when not in use. 4 key holders have access and the alarm combination: Chair of the Board of Directors, Manager, Supervisor and Cleaner. External gates are locked.
- Doors and gates are locked when Playgroup is open.

- Gate is open before the start of the session to allow staff entrance to garden and then the use of their fob to make entrance to the playroom. Also for parents/carers and children entrance to garden. Waiting for session opening.
- Gate is open at the end of the session for parent/carers to collect their children.
- All visitors are by appointment only.
- Any stranger in the garden will be challenged as to their reason for being there and asked to leave. Police will be informed and the school. If children are in the garden they will be taken inside.
- Any stranger coming into the group will be challenged to their reason for being there and asked to leave. Any children in the room and staff believe that the situation is dangerous will take them either into school, outside or into the small room and lock the door from the inside. Police will be informed and the school.

Bomb threat/terrorism attack

- If a bomb threat is received at the Playgroup, the person taking the call will record all details given over the phone. As soon as possible after this call, raise the alarm with police and inform School by phone.
- We must follow the instructions given by police. But always consider the safety of the children and staff. There is a designated 'Safe Place' in Playgroup and in the village
- If an unknown package is found at group, evacuate the building and call Police for help. Follow their instruction for the safety of children and staff. Contact school with information from police.
- The Manager/Supervisor will follow instructions given by police or Follow the evacuation of the children to the designated safe place away from the building.

SECURITY (terrorism) IN/AWAY FROM PLAYGROUP

1. If staff see someone who is causing them concern outside the Playgroup, if unable to ascertain what their business is they must call the police.
2. Times away from the playgroup will be planned and risk assessed.
3. Adult:child ratios will be upheld and where needed extra help recruited.

4. A mobile telephone, first aid kit and register with contact phone numbers will be taken with us.
5. The majority of the staff are first aid trained.
6. Policies and procedures are in place and renewed yearly to ensure they meet the needs of the Playgroup.
7. Staff will be made aware of concerns and dangers of terrorism attacks and general direction will be advised:
 - Be watchful! People acting suspiciously, packages/bags left unattended. Phone police if needed.
 - Have meeting places prepared in advance so that the group if separated have a chance to assemble together. Fire assembly point and safe place.
 - Shared contact phone numbers between staff.
 - Shared first aid resources between the groups of staff.
 - Listen and adhere to police/ national security forces giving information and warnings.
 - Be prepared to leave area quickly- staff children and families together- register phone and contact lists.
7. To use Emergency Plan when needed. Holds information of **SAFE PLACE.**

Extremism and Radicalisation of families/individuals.

The Playgroup aims to have good relationships with all our families to build a strong community. As part of this we are watchful of any behaviour which will jeopardise the safety of community.

All staff will be given PREVENT Training as part of their Safeguarding Training schedule.

It is our duty to be aware and to have due regard to the need to prevent people from being drawn into terrorism. By demonstrating are awareness to 'British values' with all our families. We encourage mutual respect, tolerance of those with different faiths and beliefs. By upholding democracy and the rule of law, we establish a feeling of community and fair dealing.

The staff will if suspicious of behaviour which they believe will make the community unsafe:

- Bring it to the attention of the Manager/Supervisor. A written report will be made; the incident/behaviour will then be shared with the Chair of the Board of Directors.
- The Board of Directors and the Manager/Supervisor will decide either to monitor and have set timetable for review or to take the information to the police.

Phone numbers:

Urgent, needs action immediately- telephone 999

To voice a concern- The Prevent Team: telephone 101

Child abduction;

At Clifton Playgroup we take the safety and welfare of the children in our care extremely seriously. As such we have secure safety procedures in place to ensure children are safe whilst within our care, this includes safety from abduction. Staff must be vigilant at all times and report any persons lingering on Playgroup property immediately. All doors and gates to the Playgroup are locked and unable to be accessed unless staff members allow individuals in. Parents are reminded on a regular basis not to allow anyone into the building whether they are known to them or not.

Children will only be released into the care of a designated adult, see the Arrivals and Departures policy for more details. Parents are requested to inform the Playgroup of any potential custody battles or family concerns as soon as they arise so that we are able to support the child. The Playgroup will not take sides in relation to any custody battle and will remain neutral for the child. If an absent parent arrives to collect their child, the Playgroup will not restrict access unless a court order is in place. Parents are requested to issue the Playgroup with a copy of these documents should they be in place. We will consult our solicitors with regards to any concerns over custody and relay any information back to the parties involved.

If a member of staff witnesses an actual or potential abduction from PLAYGROUP/SCHOOL the following procedure will be followed:

- The child will be held in a safe place if possible
- The police must be called immediately.
- The staff member will notify Manager/Supervisor who will take the lead.
- The parent(s)/carer(s) will be contacted.
- All other children will be kept safe and secure and calmed down where necessary. All parents will be contacted to collect children.

- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.
- The police will lead investigation.
- Manager to ensure that the Chair of the Board of Directors is informed and a written report is drawn up and witnesses write up their account as soon as possible.
- The chair will call a special meeting of the Board to ensure that the situation has been investigated thoroughly and if there are changes that need to be made about the security of the Clifton Playgroup.

HEALTH and SAFETY PROCEDURE:

1. Policies in place to underpin the health and safety of the Playgroup. This policy includes maintenance of equipment and daily risk assessment etc.
2. Daily risk assessment checks are done at the beginning of the day. Any matters rising from this check must be dealt with by the Manager/Supervisor,
3. Health and hygiene procedures are in daily practice.
4. Policy is read and discussed by Board members, staff, volunteers and students on placement as part of their induction process.
5. Policy scrutinised yearly to ensure that it meets the needs of the Playgroup and to add any recommendations that have been recommended by WCC or other Health agencies.
6. The garden surfaces are the responsibility of the school and must be formally told of Health and Safety issues.
7. All updates shared with staff /volunteers and students on placements.
8. Any incidents regarding Health and safety must be reported to the Chair of the Board of Directors.
9. The Chair will call a special meeting of the Board to ensure that the situation has been investigated thoroughly and if there are changes that need to be made about the security of the Clifton Playgroup.

FIRE SAFETY PROCEDURE:

1. Regular maintenance of all fire equipment.(via Clifton Primary School)

2. Clifton Primary School must be informed of any maintenance concerns or lack of fire drills.
3. Regular testing of equipment to ensure in working operation.
4. Written FIRE DRILL PROCEDURE posted at several points throughout the playgroup.
5. FIRE DRILL is part of the induction process for Board members, staff volunteers and students on placement.
6. Regular documented 'Fire Drills' to ensure that staff/children have rehearsed the FIRE drill procedure.
7. By regular assessment of procedures and their viability with regard to the needs of the children/families/carers and staff.
8. Any concerns about fire safety must be taken to Clifton Primary School.
 - If not dealt with to the Manager's satisfaction. The Chair will arrange a meeting with the head of Clifton Primary school.

ELECTRICAL SAFETY

1. Regular documented 'PAT' testing of all free standing electrical equipment.
2. Electrical equipment stored and used in line with manufacturers' recommendation.
3. Regular checks (by Manager/Supervisor) on the product viability and safe use in the group. Faulty equipment to be to be mended or discarded.
4. To ensure the maintenance of under sink hot water boiler, heating system and lighting system.(all School property) by documented request, bringing to their attention faulty/non-working equipment by the Manager/Supervisor

GARDEN AND PLAYROOMS SECURITY

1. The garden has locked outside gate with bell to make staff aware that visitors are waiting.
2. Fences are the regulated height.
3. Internal gates have a lock with a catch with a bolt to allow access through the playground in case of fire.

4. The front door has security glass and the lock is on a key initially then with fob and then throughout the day on a fob entrance.
5. No cold callers are given entrance to the playgroup.
6. The two doors that open into school; one locked by key, to gain entrance to the upstairs bathroom, the other locked by bolt to gain entrance to the school. They remained locked when not in use.
7. All Board members, staff volunteers, students on placement are at their induction made aware of their role in the security of the playroom and garden.

This policy has been updated and accepted March 2019

**Signed on behalf of
Playgroup:**



Name: Liz Newbold

Designation: Chair of Board of Directors