

NURSERY SECURITY

Collection of Children

Collection must always be by an adult (over 18 years). If in doubt children are to remain in the nursery until parents are contacted.

If someone other than the parents are to collect a child they must ideally be introduced to the staff beforehand. If this is not possible then a photograph of the person plus a description of their car is needed. If a photograph cannot be supplied then a password will be used. If someone is needed to collect the child at late notice a password can be used, alongside a description of the person collecting. All parents when registering their child at nursery chooses a password for security reasons. If the person collecting the child has none of the above details then under no circumstances should the child be allowed to go. The person must wait outside until permission from the parents has been agreed.

Should the staff be suspicious that any adult, who is collecting a child, is under the influence of either drugs or alcohol, support from senior staff should be accessed immediately and the child will remain in the Nursery until alternative collection can be made.

The senior staff should not hesitate to contact Social Services or the police should any adult become abusive or aggressive.

If the situation was a frequent occurrence then we would monitor the situation, we would also seek advice from social services and act upon the advice given.

Non – collection of children

In the event of a child not being collected by the parents on time the child will remain with the staff whilst the parents are contacted. If a child has still not been collected by 6:00pm, then the two staff on the late shift will stay behind and ring all emergency numbers. If this is to no avail and it becomes very late the police will be contacted. The child will remain there until the police, parents or designated carer in the event of an emergency arrives.

Absent child

If a child does not attend nursery when they are expected, the child's key person will contact the parents on the numbers given at registration, which is held in the child's file. An explanation for the absence should be passed on to all relevant staff, including the Manager or Deputy Manager. If parents are not contactable then the key person must ring the emergency contact numbers for information. It is then their responsibility to investigate why the child is absent and feedback to the nursery.

Visitors to the Nursery

Anyone who is not a member of staff, student, child or parent must sign in and out of the Nursery in the Visitors Book (next to the front door) stating their business. If a person is acting suspiciously or threateningly they are not to be allowed access. The Manager will deal with the situation and call the Police if necessary. All the external doors to the Nursery are security doors and should not be opened to anyone if there is a cause for concern. The children's safety is our priority, so staff must keep in contact with each other via the internal telephone if suspicions are aroused.

NURSERY SECURITY CONT. (1)

Lost Child on Nursery Premises

In the event of a child going missing on the Nursery premises we would follow the procedure below:

- Check the register to make sure no one has collected the child and a member of staff has not told anyone.
- Ask all staff if they know of the child's whereabouts. If the answer is no continue with your investigations.
- Notify all staff in the nursery by telephone or in person, stating when and where the child was last seen, who they were with and what they were doing.
- Check all external gates and doors are closed and internal gates.
- The child's key person and Manager will systematically check every room and play area within the nursery premises starting with the area the child was last seen in.
- If the child cannot be found notify the parents immediately and request permission to ring the Police with all details.
- The Key person and Manager will continue the search on and around the nursery premises until professional help arrives.
- The rest of the staff should remain vigilant and keep in contact with the search party via mobile phone.
- It is important to make sure the other children are not distressed by the situation so staff should carry on with the session as normal.
- No one should leave until the Police say so as they may need to interview all staff.
- An evaluation of the event should be documented in order to avoid a repeat situation.

NURSERY SECURITY CONT. (2)

Lost Child on Nursery Outing

In the event of a child going missing on a nursery outing we would follow the procedure below:

- Gather all the other children together and stay at one fixed agreed point.
- Check the register and do a head count to make sure the child is definitely missing.
- Send the person in charge of the outing along with the missing child's key person to notify the information desk, who can announce over the tannoy system the child's description and last whereabouts. Request helpers to search the building and outdoor areas.
- Retrace steps and places visited.
- If the child cannot be found ring the nursery for the child's emergency contact phone numbers and notify the parents. Request permission to contact the Police immediately.
- The Key person and person in charge will continue the search in and around the building until professional help arrives.
- The rest of the staff should remain vigilant and keep in contact with the search party via mobile phone.
- It is important to make sure the other children are not distressed by the situation so staff should take them to a safe area and keep them occupied with games.
- No one should leave until the Police say so as they may need to interview all staff.
- An evaluation of the event should be documented in order to avoid a repeat situation.

NURSERY SECURITY CONT. (3)

Lost Child on a walk

In the event of a child going missing on a walk we would follow the procedure below:

- Ask all staff if they know of the child's whereabouts. If the answer is no, gather all the other children together and stay at one fixed agreed point.
- Check the register and do a head count to make sure the child is definitely missing.
- Send the person in charge of the walk along with the missing child's Key Person to retrace steps and places visited.
- If the child cannot be found ring the nursery explaining the situation and ask them to ring the child's emergency contact phone numbers and notify the parents. Request permission to contact the Police immediately.
- The Key Person and person in charge will continue to search the area until professional help arrives.
- The rest of the staff should remain vigilant and keep in contact with the search party via mobile phone.
- It is important to make sure the other children are not distressed by the situation so staff should take them back to the nursery premises and try to keep to the usual routine.
- No one should leave the nursery until the Police say so as they may need to interview all staff.
- An evaluation of the event should be documented in order to avoid a repeat situation.

Sunnybank Nursery

(Reviewed Nov 2014)