



# Ballygawley Early Years Playgroup

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## Security Policy

Our commitment is to the children we care for and their safety, as well as all staff and visitors in our setting. Therefore, to ensure the safety of the children in our care and our staff/ volunteers, we follow the procedures detailed below.

### **Answering the Door**

- All doors will be locked at all times (e.g. 10 minutes after the commencement of each session at the latest/ earlier if everyone is present). After this time parents are advised to ring the bell.
- Students (or others who are not staff) are not permitted to open the door at any time.
- Essentially no body will be granted access to any part of the Playgroup that is unknown to us. Any visitor to the setting will sign in and out and be accompanied by a member of staff at all times. All parents, carers and emergency contacts will be written on each child's file, as to who is authorised to collect. Special arrangements are made if someone not on this list will be collecting, parental permission must be gained for this person before collection, for further details please see our Child Arrival and Collection Policy.
- If staff have a concern about Unwanted Adult attempting to gain access, the policy of same name should be followed.

### **Outdoor Security**

- Outside areas are checked for safety before each use and this is recorded on the appropriate form.
- Playgroup has a high fence on three sides of outdoor area and children can see through this fence to playing fields. If staff become concerned about Unwanted Adult while children are outside, they should follow the procedures set out by policy.



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- This fence has one gate which have security bolts on so children cannot leave the area by themselves. The garden gate has one bolt on it and is checked at the beginning and end of day.
- Access to the outside is from the back doors only, as all outside gates are bolted. The children are supervised at all times by the correct or greater ratio of staff to children. All staff are aware of their responsibilities when supervising children in the outside area.

## **Building Security**

- At the beginning and end of day staff check that all doors and windows are closed and locked as appropriate and record this on the appropriate forms.
- Limited amount of keys are distributed and all key holders must sign for their keys. Any keys lost will result in the locks being changed. All staff adhere to the beginning and end of day procedures.

## **Information security**

- All personal information of parents, carers, children and staff are all kept in lockable filing cabinets or boxes. We keep all documents for the limited times set out in the terms of Management of Records Policy.
- We follow the principles of our Confidentiality and Client Access to Records Policy and our Data Protection Policy. More details on both of these can be found in our relevant policies kept in the policies and procedure file at the setting. All staff are made fully aware of Policies.

## **Collection Security**

- We have a Child Arrival and Collection procedure, all staff, parents and carers are made aware of this. All parents/carers will give us a written list of people who are allowed to collect their child at registration. This list will be followed and only deviated from if a parent informs us, preferably giving us written permission for someone else to collect.



# Ballygawley Early Years Playgroup

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- In a circumstance where a person not listed as authorised to collect the child we must be informed by the parent/carer or an authorised person, we will ask for a unique password, the name of the person who will be collecting the child and a brief description of them. More details on this procedure can be found in the policies and procedure file.

## Staff

- All staff, volunteers and students are fully vetted and checked that they are safe to work with children. We see original documents e.g. a passport, drivers licence etc to verify their identity. We also verify their address by seeing a bill in their name. All staff are CRB checked.
- All staff, volunteers and students are not left on their own with any children whether CRB checked or not. More details of this procedure can be found in our Safeguarding Children Policy.

This policy had been reviewed by Ballygawley Early Years Playgroup Management Committee, 06/2015, and reviewed again on 01/2016 and 12/2016.

This policy links with the following:

- Child Arrival and Collection Policy
- Confidentiality and Client Access to Records Policy
- Data Protection Policy
- Safeguarding Children and Child Protection Policy
- Unwanted Adult Visitor Policy