Safeguarding
How safe is your building? (1)

What arrangements do you have in place for access to the premises, especially when chil[...] arriving and departing? Do you have the appropriate documents to support these arrangements – such as:

- Register of attendance of staff and children
- Visitors book
- Procedures in the event of a child being lost/uncollected
- Incident book
- Would your staff be confident to challenge an unknown or unwanted visitor, or know how to summon assistance? This is particularly relevant to providers that operate within shared spaces e.g. community buildings.

Task

Team meeting role play:

- It is the end of the day and parents are arriving. Mum is supposed to be collecting, but Auntie arrives. She isn't listed in the child's records and is unsure of the password. What do you do? How does the child feel? How is Auntie treated? How are staff supported in this situation?
- Think of two more scenarios to act out.