

Policies and Procedures

How safe is your building? (2)



What arrangements do you have in place for access to the premises, especially when children are arriving and departing? Do you have the appropriate documentation to support these arrangements - such as:

- Register of attendance of both staff and children
- Visitors book
- Procedure in the event of a child being lost/uncollected
- Incident book

Would you staff be confident to challenge an unknown or unwanted visitor, or know how to summon assistance? This is particularly relevant to multiple use and community buildings.

TASK

Consider the following scenario and how you would mitigate any identified risks:

When collecting their child in the afternoon, a parent holds the door open for another adult to gain access to the premises. A member of staff notices the other adult in the foyer looking at the children's displays. The member of staff does not recognise the adult, and when challenged, she states that she is the aunty of a child and has come to collect them. She is unfamiliar with the procedure so was waiting for someone to come to speak to her.

Task continued:

- Did the member of staff do the right thing in challenging the adult?
- What action should the member of staff now take?
- How can she be sure that the adult is who she says she is, that she is known to the child and has permission to collect?
- What issues has this scenario highlighted in relation to the security of the building? How could these issues have impact on the safety of children and staff?
- What next steps could be taken to ensure that this did not happen again?