



**ALLEYN COURT
PREPARATORY SCHOOL
EYFS**

**MAINTAINING CHILDREN'S SAFETY
AND SECURITY
ON THE PREMISES**

COMPILED BY: Head of Pre Prep
VERSION 8– January 2023

DATE FOR NEXT REVIEW : January 2024



ALLEYN COURT PRE-PREPARATORY SCHOOL

MAINTAINING CHILDREN'S SAFETY AND SECURITY ON THE PREMISES

POLICY STATEMENT

Alley Court Pre-Prep maintains the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Procedures: For answering the door and the collection of children:

1. Answering the door

The person who answers the front door or gate must identify the caller. If the caller is not known the lock must be kept locked whilst identification is sought, e.g. name, reason for call, name of the person whom the caller is to see, employment card. Before granting a caller access, always check with an authorised person. Never grant access to someone who is not known.

2. Visitors

Any visitors such as sales people, college assessors, window cleaners, handymen, volunteers etc. must fill in the Visitors' Book on arrival and put on a Visitors' Badge which should be returned on departure. The visitor should sign out of the Visitor's Book. At Thorpe Bay this book is kept in the Main Office. At Westcliff the Visitors' Book and badges are kept in the foyer. The arrival and departure times of visitors and volunteers are recorded.

3. Authorised collectors

Each child must have at least two authorised collectors. Parents are required to provide work, home and mobile phone numbers and a code word confidential to themselves, the authorised collectors and Alley Court Pre-Prep.

4. Unauthorised collectors

If a different person calls to collect a child, and the parents have not registered this person with Alley Court, then the parents' permission must be obtained before handing over the child. This will only be done when the parent has contacted the collecting adult, given him/her the code and also contacted the school. Otherwise no child will be handed over to an unknown collecting adult.

5. Persons prohibited from collecting children

All staff should be aware that there might be children who may not be allowed to come into contact with members of their own family. In such circumstances a record is kept in the Main Office at each site of each child and the names of those family members with whom that child is forbidden contact. If one of these family members should call at the Pre-Prep, they must not be granted access and an authorised

person (Head or Head of Pre-Prep) must deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

6. Procedures for bringing and collecting children

Systems are in place for the safe arrival and departure of children. It is a valued feature of Alleyn Court Pre-Prep that parents may be allowed into the classroom when they bring their children in the morning and when they collect them at home times. This is to enable informal discussions and information sharing with the class teachers. To vet entry, systems and security are in place to prevent unauthorised access to our premises.

The doors are therefore open from 8:30 am until 9:00 am, from 12:00 noon until 12:15 pm and from 3:00 pm until 3:15 pm. Westcliff open for early collectors to travel to Main school also at 2.45pm. A member of staff will be on duty during these times on the main door at Westcliff and by the main playground gate at Thorpe Bay.

Since the Pandemic children are dropped and collected outdoors at designated points. These areas are supervised by Pre Prep staff. The door and gate times remain the same as stated above. Informal discussions and information sharing are still possible during these given times; however, parents can email or call or arrange a meeting with class teachers should they wish to discuss something in greater depth.

Head of Pre-Prep January 2023