

# SECURITY PROCEDURES, MAJOR INCIDENTS AND LOCKDOWN POLICY

## Amendment History

Revision	Author	Description of change	Date
1	Karen Walls	Amendment history added	May 2006
KASC	Carol Hooper	Adapted from adopted Kineton Playgroup policy	August 2006
2	CH/SM	Review, no change required	June 2007
3	CH/SM	Merge Playgroup and KASC policies; update footer; adapt to new building	September 2007
4	CH/SM	Amendment to wording	March 2009
5	CH/AF	Reviewed; no change needed	March 2010
6	CH/AF	Reviewed; no change needed	February 2011
7	CH/SF	Added appendices re procedures for lockdown and air ambulance	November 2012
8	CH/HS	Combine with Major Incident and Lockdown Procedure	June 2013
9	CH	Review after terrorist attacks in France; no changes	November 2015
10	CH	No substantive changes, re-wording for clarity and to avoid repetition following merger of policies; re-name to 'Security procedures, major incidents and lockdown policy'; note service personnel and Kineton Station workers may park on school site	November 2016
11	CH & SF	No substantive changes	February 2018
12	CH & SF	Reviewed, no substantive changes	January 2020
13	CH & SF	Procedures at the beginning and end of sessions amended to reflect changes required under Covid regulations	June 2020
14	CH	Amended to ensure all sections are consistent with daily procedure as evolved following Covid return	July 2022

14	CH, TH & XF	Detailed lockdown procedures moved to appendix 2; appendix 2 removed from policy as available on website for security reasons	July 2023
15	CH, TH & XF	Reviewed, no substantive changes	August 2025

## SECURITY PROCEDURES, MAJOR INCIDENTS AND LOCKDOWN POLICY

*'Playgroup' includes KASC and Playgroup activities*

At Playgroup the children should play, work and learn in a safe and secure environment. Parents need to be confident that Playgroup provides such an environment. Staff should feel that the committee has done everything it can to make Playgroup a safe place in which to work. It is recognised that sometimes events may happen that have an impact on the safety of everyone at Playgroup, and contingency plans need to be in place for that possibility.

**Roles and Responsibilities:** Overall Playgroup security is the responsibility of the board of Kineton Playgroup Ltd.

At Playgroup, we are acutely aware that the children and staff might be vulnerable to assault while on the premises. The personal safety of the whole Playgroup community is paramount, the committee and staff take the threat of assault, arson and vandalism very seriously. Playgroup takes stringent measures to reduce the risks and support fully members of staff or children who are the subject of assault. The police are notified and legal action taken, if necessary.

**Manager:** The manager at playgroup is responsible for implementing this policy. They should ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The manager should ensure parents are fully informed of this policy and encouraged to help. Basic security and safety measures are discussed with the children.

The session supervisor is responsible for the security of the premises during playgroup sessions.

**Staff:** All staff should be fully cognisant of the security procedures and know how to:

- Protect children from harm
- Guard against assault
- Safeguard property
- Contact the police and emergency services
- Implement the emergency procedures and critical incident plan

Each new member of staff is informed of this security policy and of their responsibilities before taking up their post. Regular reminders of the procedure outlined in this policy are discussed with staff at staff meetings, and annual refresher training is given.

**Parents:** The parents of children at Playgroup are kept fully informed of security procedures and of their responsibilities when visiting the premises. Information is given in the website, Parents' Handbook, regular newsletters, and Playgroup policies.

**Police/Local Community:** Playgroup values co-operation from the local police and community in assisting security arrangements for the site and the surrounding area. Playgroup communicates with the community police constable.

The police are called immediately if there is an incident of a violent, aggressive or abusive nature. The police should be called immediately when a child goes missing, in accordance with the procedures set out in the Critical Incident Policy.

Playgroup is informed on current matters of concern from Kineton Primary School, for example if a stranger is spotted loitering outside the school. Kineton Playgroup will also inform Kineton Primary School of any similar matters of concern. In addition, the Manager will inform the Early Years Support Team at Warwickshire County Council of any matters of concern.

#### **SECURITY STRATEGIES & CONTROL OF ACCESS:**

Playgroup has a policy of welcoming visitors: however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the playgroup community, especially the children, we have introduced procedures to limit access to the site.

#### **School site**

In general parents are not permitted vehicular access to the school site between 8.30am and 3.30pm. An exception is made for anyone in the armed or uniformed services or who works at Kineton Station – they may park their cars within the school car park for security reasons.

#### **Playgroup Grounds**

Kineton Primary School grounds are fenced around the perimeter, with all access points except the main gate locked between the hours of 9:15 am and 2:45pm and again overnight as controlled by Kineton Primary school reopening at 7:45am. The grounds and building of Kineton Playgroup (Helen's Place) are set within that exterior boundary. Helen's Place has its own fenced and gated area, with a secure and locked garden area, within the Kineton Primary School site. Access to the premises is restricted. All children enter the premises through the main entry. Thereafter access to and egress from the premises is via that main door only (except in emergencies). This door is kept secured by a coded lock during sessions and access between the indoor and outdoor areas is supervised.

All children attending pre-school sessions are brought to the premises and signed in by the session supervisor. Children attending after school sessions are collected from the school premises by KASC staff; all Reception Class and Year 1 children are collected from their classrooms at the end of school (starting with Reception class), and brought to the KASC meeting place inside the primary school building next to the Year 2 classroom. Following discussion with Kineton Primary School's Headteacher, and to encourage development of personal responsibility, Key Stage Two children come to the KASC meeting area at the primary school by themselves, under supervision. All children then walk to Helen's Place with a supervising member of staff. This procedure will be kept under review, both generally and for individual children.

Parents are asked to collect their children promptly at the finish of their booked session; they will be signed out by a supervising senior member of staff on the day list confirming the time they leave. Parents are asked not to stand close to exits and to move away from the premises as soon as they can.

### **Access to premises**

To prevent unauthorised or unknown visitors entering the premises, security locks are fitted to all external doors and all fence gates. Bolts and security locks are used on all external gates to the main primary school site. All except the main access gates to the school site and to Helen's Place are kept locked during playgroup sessions and after dark during KASC sessions. All gates should be securely closed at all times; notices on the gates and doors themselves and updates in parent newsletters are used to remind parents and other users to close and secure all gates and doors.

All external doors are closed and secured after use and kept secure when not in use. Children are supervised at all times indoors or outside, whether in the gardens at Helen's Place or in the primary school grounds.

All visitors should produce identification: they will be asked to sign in and give the reason for their visit.

If parents wish to take their child or children out of Playgroup or KASC during a session, the child or children should be signed out (and back in if they return) by a supervising or senior member of staff. If possible, parents should notify the setting of this change in advance,

### **Start of session**

At the start of each session the session supervisor will allow children into the building, saying goodbye to their parents at the front door. Senior members of staff monitor this area until all children have come in and the external doors are secure. All children must be signed in on the day list by a senior member of staff.

### **Forest School site**

Regular activities take place on the Forest School site, which is outside the limits of Helen's Place but inside the grounds of the Primary School. A separate risk assessment and safety and security procedures are in place in relation to Forest School sessions.

### **End of sessions**

Playgroup and Kasc sessions. Parents are asked to wait outside on the path; children will be called through to meet their own parents/carers by a senior member of staff who stands at the door. If anyone else is to collect the child this must be notified to the supervisor in advance in accordance with Playgroup policies. A password system is in operation and may be used if the adult is not known. A senior member of staff signs out the children on the day list.

Breakfast Club. Children going over to school collect the belongings they need for school and assemble in the Playroom area. A member of staff checks the register and then escorts all children to their key stage playground. Children are counted into school by breakfast club staff when the door is opened at 8.40.

### **Leaving during the session**

No child is allowed out for an appointment during any session unless a parent (or other identified adult, with prior notice from the child's parent or carer) arrives to collect them. This is recorded on the day list by a senior member of staff.

## **MAJOR INCIDENT**

**Major incident:** A major incident occurs when a major unexpected event takes place which has an immediate impact on the setting, usually because of physical or emotional proximity (eg a major fire in nearby premises, a bomb threat or death of a member of staff).

**Bomb threats:** Any warning received about such a treat is treated seriously, with the safety of the children and staff paramount. Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas. If a bomb warning is received, the person taking the call immediately informs the police and then notifies the session supervisor and manager. All other staff members have a duty to prevent panic among the children and their colleagues.

- **Incendiary Device:** Incendiary devices are generally designed to ignite after a pre-determined time. Staff should not handle a suspected device, as it could kill or maim anyone nearby. The immediate vicinity should be evacuated and the police summoned.
- **Postal Bomb:** If a member of staff receives a suspicious package, which could contain an explosive device, they should put it down very gently and walk away. The package should not be immersed in water nor should anything be placed on top of it.

Staff should follow a strict procedure:

- Alert everyone in the building by using the alarm system and evacuate the building.
- All staff and pupils should assemble on assembly point as set out in the Emergency Evacuation Policy, well away from the building
- Staff, volunteers, other adults or children must not attempt to search the building.
- If the police request assistance from staff, it is an individual and voluntary decision whether to give such assistance.
- An overriding priority is the supervision and safety of the children.

Staff should evacuate the immediate area and raise the alarm before calling the emergency services. Children should not return to the building, until the police declare that it is safe.

**Arrival of the Air Ambulance:** On notification that the air ambulance is going to land in the school grounds or if it is seen that it is trying to land, the procedures in appendix 1 must be followed.

**Lockdown Procedures:** Lockdown procedures can be found as an appendix to this policy which is not included in the online policy for security reasons (see appendix 2). The purpose of these procedures is to keep staff and children safe in the event of an external threat which means that no-one should leave the building eg. a fire in the local area with toxic smoke, gunman alert, severe weather conditions.

## **GENERAL**

### **Security of Personal Property**

Children should not bring anything of value into Playgroup.  
Individual staff members are responsible for their own property.

### **Security of Equipment and Cash**

Main items of Playgroup equipment are security marked or clearly labelled with the name of KASC, Kineton Playgroup or Kineton Playgroup Limited. Any cash on the premises is kept in the locked Fees Box and/or Petty Cash tin.

### **Contractors**

When contractors are working the following precautions should be taken:

The manager agrees a convenient time for the work to be completed and the staff should be made aware of the work taking place and any relevant Health and Safety issues. If appropriate a risk assessment should be carried out. The manager and board member for Health and Safety/Security should check regularly that the work is being carried out safely.

Contractors should report to the office on arrival and before leaving, signing in and out. When on site, badges identifying the company for which they work

should be worn at all times. Contractors should complete maintenance logs, when appropriate.

Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained, e.g. electrical test certificates.

### **Reporting Incidents**

All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, parental involved, action taken. The Chair of Kineton Playgroup Limited, the police, Ofsted and Kineton Playgroup Limited's insurance company are notified.

Significant incidents are shared with the Board, either immediately, as part of the regular meeting with the Chair or Deputy, or as part of the manager's report to the regular board meeting.

## **SECURITY PROCEDURES, MAJOR INCIDENTS AND LOCKDOWN POLICY**

### **APPENDIX 1: AIR AMBULANCE PROCEDURES**

On notification that the air ambulance is going to land in the school grounds or if we see that it is trying to land, this procedure must be followed:

- Keep calm and WALK at all times.
- Reassure the children all the time.
- If the air ambulance is landing to attend to someone at Playgroup, a member of staff wearing a hi-visibility jacket will wait on the main school field to direct the helicopter when it arrives. The helicopter should land near to the bonfire site.
- Bring all children outside of the Playgroup fence inside the fence to the garden via the shortest route, avoiding where the helicopter is going to land
- Bring all children in the garden indoors
- Close front blinds, kitchen and staff room blinds for the privacy of the casualty and to prevent alarming the children
- Once the helicopter has gone, outside activities may be resumed
- Be prepared to reassure parents, but maintain confidentiality

# **SECURITY PROCEDURES, MAJOR INCIDENTS AND LOCKDOWN POLICY**

## **APPENDIX 2: LOCKDOWN PROCEDURE**

Not included in policy shown on website