

SECURITY PROCEDURES, MAJOR INCIDENTS AND LOCKDOWN POLICY

Amendment History

Revision	Author	Description of change	Date
1	Karen Walls	Amendment history added	May 2006
KASC policy	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

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'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. She 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 4.30pm. 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 between 5:00pm (4.30pm in the winter) and 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 their parent or carer. Children attending earlier Playgroup or KASC sessions are signed in by the session supervisor. Children attending after school sessions are collected from the school premises; 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 and sign themselves in, 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 each session and to sign the day list confirming the time they leave. We particularly ask that parents do not stand close to exits and move away from the premises as soon as they can.

Access to premises

To prevent unauthorised or unknown visitors entering our 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 are 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.

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, they should be signed out (and back in if they return) by the adult who collects them. If possible, this should be by prior arrangement.

Children are supervised at all times indoors or outside, whether in the gardens at Helen's Place or in the primary school grounds.

Start of session

At the start of each session the session supervisor will allow children into the playroom and quiet room areas. The supervisor and staff monitor this area until all children have come in, parents have left and the external doors are secure. All children must be signed in on the day list.

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 sessions. Playgroup parents are asked to wait in the porch and entry area; children will be called through to meet their own parents/carers by the session supervisor 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. Parents must sign out their children on the day list.

Breakfast Club. Children going over to school assemble in the cloakroom area and collect the belongings they need for school. A member of staff calls the register and then escorts all children to their key stage playground. Children are handed over to the duty member of staff from Kineton Primary School on each playground, who signs the Breakfast Club register.

KASC. Parents ring the bell and are allowed entry to the premises by a member of staff who knows them. At KASC parents are allowed to come in to the play areas to collect their children, rather than waiting in the cloakroom area. All children must be signed out by the collecting adult in the usual way.

Leaving during the session

No child is allowed out for an appointment during any session unless a parent (or other known adult, with prior notice) arrives to collect him or her and signs the child out on the day list.

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 fire 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.

Lockdown Procedures: Lockdown procedures can be found as an appendix to this policy (see appendix 1). 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.

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 2 must be followed.

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 session supervisor 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, eg electrical test certificates.

Reporting Incidents

All incidents of crime and losses are recorded in the Office Notebook (kept in the office) 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.

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APPENDIX 1: LOCKDOWN PROCEDURE

Definition: Any incident which requires the children to be kept within a designated area or building or part of the building.

Aim: Kineton Playgroup Ltd should aim to continue operating as normal during a major incident, keeping the safety and security of the children and staff as a priority. The following contingency plans are in place.

Closure: The local authority or emergency services may advise or order closure. However, the ultimate decision on closure will lie with the centre manager in conjunction with the chair of Kineton Playgroup Ltd. If a decision is made to close, a review date should be set. The correct staff: child ratio should be maintained at all times, save in overriding emergency situations.

This procedure should be followed on notification from the emergency services, local authority or assessment by a senior member of staff.

If an emergency closure becomes necessary, first the physical safety of all children at the setting should be ensured; if possible they should remain in the setting premises until collected by a parent or emergency contact. If this is not possible they should be escorted to a place of safety – this may be the Primary School building, St Peter's Church Kineton, or Kineton High School (in priority order) as appropriate. If none of these premises are suitable or available advice should be sought from the emergency services. Contact should then be made with parents of all the children present, and staff emergency contacts, informing them of the situation and requesting collection of the children as soon as possible.

Possible incidents that may require activation of the lockdown procedure

- If the air ambulance lands on the field, all children should first be brought within the playgroup fence and if necessary brought within the building. This will be down to the judgement of the session supervisor. Children should be reassured if necessary. No other measures should be needed. If this occurs when parents are bringing or collecting children they should be asked to remain within the building or directed to leave through the main school gates as appropriate.
- If something has affected the air quality outside the building the children should be brought inside and all the windows and doors closed. The session supervisor will liaise with the school and the local authorities to establish the best action to take.
- If something occurs outside the building that puts the children in danger eg report of a gunman or a bomb scare.

Procedure: The procedure will depend on the incident.

- Keep calm and WALK at all times. Do not waste time collecting personal belongings. Reassure the children all the time.
- Bring children in from outside
- Lock all external doors and windows
- Pull down all blinds, including black out blinds
- If appropriate, all staff and children should go into the quiet room and close the door. Everyone should shelter close to the walls, beneath the windows around the outside of the room. The session supervisor will take the day list and emergency mobile phone into the quiet room and liaise with the school and the local authorities to establish the best action to take.
- If appropriate, lock all internal doors
- If it is dark, locate torches and keep them handy in case of a power cut
- Once everyone is safe, notify the Manager, Kineton Primary School and Chair of the Board of the situation
- Keep in contact with the emergency services if appropriate
- Contact parents to request that they collect their children when it is safe to do so

Records: All original registration records for children and staff are kept on the premises; if possible these should be taken to the place of safety at the same time as the children and staff. However this might not always be possible in an emergency; therefore copies of contact numbers for all staff and children are also kept off-site at Kineton Primary School and at the homes of the manager and committee chair. These are updated regularly.

This policy should be read in conjunction with all other policies, especially those relating to Emergency Evacuations (Fire Drills) and Critical Incidents. In all circumstances advice from the emergency services should be followed.

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APPENDIX 2: 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