

3.2 Maintaining Children's Safety and Security on the Premises Policy

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Table of Contents

<i>Policy Statement.....</i>	<i>2</i>
<i>3.2.1 Personal safety of children.....</i>	<i>2</i>
<i>3.2.2 Arrival and departure arrangements/door supervision.....</i>	<i>3</i>
<i>3.2.3 Late arrival.....</i>	<i>3</i>
<i>3.2.4 Register and headcount procedures.....</i>	<i>3</i>
<i>3.2.7 Authorised adults collecting children.....</i>	<i>4</i>

3.2 Maintaining Children's Safety and Security on the Premises Policy

Policy Statement

Miss B's Nursery maintains strong day-to-day security arrangements to help ensure that all children are kept safe while attending the setting. While the nursery does not use formal high-security entry systems, it follows clear procedures designed to prevent unauthorised access, reduce the risk of a child leaving unnoticed, and ensure children remain properly supervised throughout the session.

The nursery recognises children's rights under the **United Nations Convention on the Rights of the Child (UNCRC)**, including:

- **Article 3** – The best interests of the child must be a primary consideration.
- **Article 19** – Children have the right to protection from harm.
- **Article 6** – Children have the right to life, survival and development.
- **Article 12** – Children have the right to feel safe and be listened to when concerns arise.

These principles underpin all security and supervision arrangements at Miss B's Nursery.

3.2.1 Personal safety of children

Miss B's Nursery ensures that all staff, and volunteers where appropriate, are subject to the required safer recruitment and suitability checks, including enhanced DBS checks where needed.

Children are always supervised by adults, and staffing ratios are maintained in line with statutory requirements. Staff are deployed carefully across indoor and outdoor spaces to ensure children remain safe wherever they are in the setting.

3: Safety & suitability of premises, environment and equipment

Risk assessments are completed and reviewed so that no part of the premises, routine or activity places children at unnecessary risk.

3.2.2 Arrival and departure arrangements/door supervision

The nursery recognises that arrival and collection times are when children are most vulnerable to going missing. Staff, therefore, remain especially alert during these busy periods.

Children arrive and leave through the front entrance used for family drop-off and collection. This leads into the reception area and then into the main nursery room. There are **2 secure doors** leading to the main nursery room, which can only be opened by entering the code on the keypad. **Only staff members** know the code. We operate under **strict rules** that one door cannot be opened until the other is **fully** secured.

At the pick-up and drop-off, the parents will **ring the doorbell** to alert the child's key person to collect/bring the child. The manager will also remain on **door duty** in the reception area to ensure the door is always answered.

The child's key person is not to engage in lengthy conversations with parents at this time. If a parent wishes to speak with a particular member of staff, they should schedule an appropriate appointment to do so.

3.2.3 Late arrival

If a child arrives after their session has begun, parents or carers must ring the bell and wait for a member of staff to admit them, as the main entrance remains locked and secured during the session.

The same procedure applies to visitors.

3: Safety & suitability of premises, environment and equipment

3.2.4 Register and headcount procedures

A children's attendance register and a separate staff register are completed as people arrive and leave, ensuring an accurate record of who is on site in the event of an emergency.

At the start of the session, staff complete an initial headcount once the register has been checked. This may also be supported by the nursery's visual self-registration system. Additional headcounts are carried out at intervals throughout the session.

After the entrance has been secured and registration completed, staff remain alert for anyone approaching the building. The layout of the premises allows staff to monitor approaches to the nursery effectively.

3.2.7 Authorised adults collecting children

Children will only leave Miss B's Nursery with an authorised adult.

If a child is being collected by someone different from the person who usually collects them, parents or carers must notify the nursery in advance. In an emergency, parents should telephone the nursery to explain the change.

Where a person arrives whom the staff do not know, the nursery may use an agreed **password system** before releasing the child.

If a parent or other collecting adult is late, two members of staff will remain with the child in line with the nursery's late collection procedure.

If staff believe that an adult arriving to collect a child is not fit to do so safely, the nursery may seek advice or make a safeguarding referral. In West Sussex, safeguarding concerns about a child are referred through the **Integrated Front Door (IFD)**, which receives safeguarding enquiries and referrals for children's social care and early help services.

[\(West Sussex County Council\)](#)

Miss B's Nursery reserves the right not to release a child to an unknown adult unless prior authorisation has been given by the parent or carer.

Where safeguarding concerns relate to the conduct of a professional working with children, West Sussex uses the **Local Authority Designated Officer (LADO)** process

3: Safety & suitability of premises, environment and equipment

through the **West Sussex Safeguarding Children Partnership (WSSCP)**. The WSSCP states that the LADO should be contacted when it is alleged that a person working with children may have harmed a child, committed an offence against a child, posed a risk of harm, or behaved in a way suggesting they may be unsuitable to work with children. ([West Sussex County Council](#))
