RAINBOW’S END MONTESSORI SCHOOL

PROCEDURES FOR RISK ASSESSMENT & FOR ENSURING SECURITY OF CHILDREN

SECURITY

* The references are followed up and qualifications & experience verified for all staff members. All staff members undergo DBS checks. New staff members do not begin working at the setting until a DBS check has been completed.
* Staffing ratios are maintained at all times, with a minimum of two staff members always present on site.
* The main garden gate is kept bolted at all times when there are children on the premises. All bolts & latches on the gate are secured at these times.
* Access to the setting premises is through the main garden gate and then via a door into the cloakroom, and then a passcode-operated security door from the cloakroom into the classroom area.
* The garden gate and classroom door are only opened by a member of staff.
* The classroom door opens from the cloakroom with a passcode entered on a security keypad that it at high level, out of reach of children. Staff do not share the passcode with anyone who is not employed at the setting. The passcode is changed when a member of staff leaves their employment at the setting. The classroom door opens from the inside with a high level button which opens the door easily in an emergency and which cannot be reached by children.
* The patio doors from the classroom are unlocked by staff on arrival each morning and kept unlocked until the last person leaves the premises. The levers on the doors remain in the ‘up’ position when the doors are closed, so that children cannot open the doors, but they can be opened easily by adults in an emergency.
* The staff room door has a turning lock to prevent access by children.
* The office is locked with a key when not occupied.
* The staff toilet is through a door off the cloakroom and, when not in use, is locked from the outside with a high level bolt that is out of children’s reach. The children are never in the cloakroom other than under direct supervision by an adult.
* At drop-off & collection times a member of staff answers the gate to parents/carers one-by-one and takes each child individually to the gate to hand them over.
* Children are signed in/out on the register as they arrive/leave.
* All visitors to the setting are required to sign in and out in the Visitors’ Log.
* All visitors are accompanied by, or are in direct sight of, a member of staff at all times whilst on nursery premises.
* All visitors who are not known to staff must provide identification which includes their organisation/place of work. If there is any doubt as to the identity of a visitor, the senior staff member telephones the visitor’s work place, using a telephone number that they have looked up (not one provided by the visitor) to confirm the visitor’s identity before allowing the visitor access to the premises.

* The setting offers work experience placements to students from local colleges. Students are required to provide a letter from their training provider confirming the student’s identity and their course of study. Students must provide evidence of an up to date DBS check. Such evidence is usually provided by the training provider. Students are never left in sole charge of children. Students may only change a child’s clothing and/or nappy under close one-to-one supervision by a member of staff, where this is a requirement of their course of study.

RISK ASSESSMENT

* A risk assessment is carried out daily of all areas of the setting, both indoors & out. This is recorded on a Daily Risk Assessments form. The Daily Risk Assessments form records a week of daily risk assessments. The Daily Risk Assessments form is clipped to a clipboard and stored with the weekly register whilst in use. At the end of each week the completed form is filed in the Risk Assessments folder.
* Any problems arising from daily risk assessments are either dealt with and resolved immediately by the senior member of staff on duty or, if repairs or replacement of equipment is necessary, brought to the attention of the proprietor who will seek to resolve the problem as quickly as possible.
* The senior member of staff on duty takes measures to ensure that children, staff & visitors to the setting are safe whilst awaiting repairs or replacement of equipment.
* An in-depth risk assessment of the entire premises is carried out annually, by either the proprietor or manager. This is done using an Annual Risk Assessment form.
* Annual Risk Assessment forms are filed in the Risk Assessments folder.
* Additional items are added to both daily and/or annual risk assessments, or changes to risk assessments made, as necessary, for example, when there is a change of equipment, a change to the layout of the premises, or a change in procedures.