

QUEEN'S UNIVERSITY BELFAST

Childcare Services

Security of Setting Policy

Childcare Services at Queen's endeavour to maintain the safety of the children within our care at all times and to do this we have procedures in place to ensure monitored and secure access to the setting:

- The Childcare site has an intercom system installed at the main entrance which needs to be accessed by a member of staff from within to allow an individual access to the establishment.
- The staff member is to request verbal identification on answering the intercom system. If there are any queries or doubts regarding the information received, then the staff member is to physically answer the door and seek the appropriate information and identification.
- In conjunction with this, a staff member upon answering the intercom system to any individuals who will not ordinarily have access to the site will meet the individual at the door, prior to allowing access and request identification. The staff member will then report the individual's presence on site to the manager, ensuring that the individual in question has signed in.
- Parents are requested to inform the Childcare Staff Team if there will be any changes to the named individuals who are registered with consent to collect the child/ren.
- All staff are aware that any individual collecting a child must be 18 years of age or over.
- The Childcare Staff Team will request a description and full name of an adult that would not usually collect a child, along with contact details. Childcare Services at Queen's reserve the right to request that the individual who does not ordinarily collect a child, provide identification if necessary.
- If a parent requests an individual to collect a child who would not ordinarily do so, in the event of an emergency, the Manager on site will issue the parent with a password which the collector must state upon request from the Childcare Staff. The Childcare Staff Team will change the password each time we have a request for a change to the nominated collector.
- If an individual arrives on site to collect a child who is not authorised to collect the child, we will contact parents prior to releasing the child into the care of the aforementioned adult.
- Within our application/registration process we request details of individuals with permission to collect children.
- Records are kept daily, by staff, of the arrival and departure times of the children along with details of the adult dropping off/collecting the child from the setting.
- Situated within the front main entrance area of the childcare site there is a Signing In Book which all staff, visitors, volunteers, students and contractors are required to fill in upon access to the site.
- All contractors are given instructions via Queen's Planon System to report to the manager on site in accordance to Child Protection Policy and Procedure.
- Only staff have access to the intercom system code and this will be changed should the need arise e.g. staff leaving employment, breach of system use etc.

- All other access points to the Childcare Site are locked at all times, however there is limited regulated access to site eg Out of School staff have access to the rear gate following school collections and the Management Team have key access to all areas of the site for monitoring etc.
- The outdoor play area has secure fencing and gates that are lockable.
- Prior to the children going outside the childcare staff will carry out risk assessments of the outdoor play area. Children are supervised at all times during outdoor play.