



Harvard Park Policies and Procedures:

Maintaining children's safety and security on premises including in and onsite outdoor areas

37. Maintaining children's safety and security on premises including in and onsite outdoor areas

Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with Harvard Park.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- Adults do not normally supervise children on their own. Students and volunteers are never left to supervise children alone.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults – staff, agency workers, assistants, students, apprentices, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep front doors and gates locked always shut. Back doors are kept locked always shut where they may lead to a public or unsupervised area.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

Outdoors

- All gates and fences are child proof, safe and secure.
- Areas are checked daily to make sure animal droppings, litter, glass etc. is removed. Staff wear PPE to do this (rubber gloves).
- Bushes or overhanging trees are checked to ensure they do not bear poisonous berries.

- Overhanging trees are assessed to ensure there is no damage or breakages in trunks or branches which could cause them to fall.
- Stinging nettles and brambles are removed if they pose a risk to younger children.
- Safety mats are provided under climbing equipment, even when on grass.
- Wooden equipment is maintained safely, put away daily and not used if broken.
- Wooden equipment is sanded and varnished as required.
- Broken climbing equipment or outdoor toys are removed and reported to the setting manager.
- Children are always supervised within ratios when outside.
- Children are suitably attired for the weather conditions and type of outdoor activities.
- Sun cream (if parents/carers have given permission) is applied and hats are worn during summer months.
- Children who have no adequate means of sun protection such as a hat, covered shoulders or long sleeves will not be able to play outdoors in unshaded areas.
- Outdoor play is avoided in extreme heat between noon and 3:00pm.
- Staff are trained to spot the signs of heat stroke or exhaustion in children and take the necessary precautions to prevent this from happening.
- Children are always supervised on climbing equipment, especially younger children.
- Water play is not left unattended or out but is cleared, cleaned and stored after each use.
- Receptacles are left upturned to prevent the collection of rainwater, this is important in areas where there are vermin to prevent urine/faeces contaminating the water.
- Sightings or vermin are recorded and reported to the manager who reports to the Environmental Health's Pest control Department.
- Outdoor play areas that have flooded are not used until cleaned down and restored. Grassed areas are not played on for at least one week after the flood water has gone.
- If paddling pools are used, a risk assessment is conducted and consideration given to the needs of disabled children or those less ambulant.

Drones

If there are concerns about a 'drone' being flown over the outdoor area, that may compromise children's safety or privacy, the setting manager will contact the police on **101**.

- Children will be brought inside immediately.
- Parents/carers will be informed that a drone has been spotted flying over the outdoor area and will be advised fully of the actions taken by the setting.
- The police will have their own procedures to follow and will act accordingly.
- If at any point following the incident, photographs or video imagery have been taken by the drone emerge on social media that could identify the setting or individual children, these are reported to the police.
- A record is completed in the Notifiable Incident Record unless there is a reason to believe that the incident might have safeguarding implications for example:

- The drone has hovered specifically over the outdoor area for any length of time.
- There is a likelihood that images of the children have been recorded
- Is spotted on more than one occasion
- If the police believe there is a cause for concern.

Where this is the case, Safeguarding children, young people and vulnerable adults procedures are followed.

Visitor or Intruder on the premises

The safety and security of the premises is maintained at all times and staff are vigilant in areas that pose a risk, such as shared premises. A risk assessment is complete to ensure that unauthorised visitors cannot gain access.

Visitors with legitimate business – generally a visitor will have made a prior appointment.

- On arrival, they are asked to verify their identity and confirm who they are visiting.
- Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuations.
- Visitors are never left alone with the children at any time.
- Visitors to the setting are monitored and asked to leave immediately should their behaviour give cause for concern.

Intruder: an intruder is an individual who has not followed visitor procedures and has no legitimate business to be in the setting; they may or may not be a hazard to the setting.

- An individual who appears to have no business in the setting will be asked for their name and purpose for being there.
- The staff member identifies any risk posed by the intruder.
- The staff member ensures the individual follows the procedure for visitors.
- The setting manager is immediately informed of the incident and takes necessary action to safeguard the children.
- If there are concerns for the safety of the children, staff evacuate them to a safe place in the building and contact the police. In some circumstances, this could lead to a 'lock-down' of the setting and will be managed by the responding emergency services.
- The designated safeguarding lead informs their designated officer of the situation at the first possible opportunity.
- In the case of a serious breach where there was a perceived or actual threat to the safety of the children, the manager/designated person completes an incident report form and copies in their managing director on the day of the incident. The owners/trustees/directors ensure a robust organisational response and ensure that learning is shared.
- More information outlining our Lock Down procedures can be found in our Critical Incidence Policy.

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

Nicki Saunders and Tracey Milstead