

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Safeguarding children**1.2c Procedure for Answering the Door and for the Collection of Children**

To ensure the safety of all children and staff the following procedures must be adhered to:

Answering the door

The person who answers the door must initially will look at the window and see If the visitor is known, before granting access to the building the member of staff must enter into the lobby and lock the double fire doors to the classroom. Upon opening the front door, it is important to establish his/her name, company/organisation, purpose of the visit and a contact name for whom they are visiting. Before granting full access always check the personal identification of the visitor and confirm with an authorized person. Never grant access to anyone who is not known.

Visitors

Any visitors, such as sales people, college assessors, gardener, handyman, must fill in the visitor's book on arrival.

Authorised collectors

Each child must have at least two authorized collectors. If another person is to collect the child, parents must notify the Montessori and provide the Montessori with a password that the collector will provide. Also the staff must record details in the collection book. After collection the forms will need to be filed in the children's records.

Persons prohibited from collecting children

If a different person calls to collect a child, and the parents have not informed the nursery of this, then the parents' permission must be obtained before handing over the child. All staff should be aware that some children are not allowed to come into contact with members of their own family. In such circumstances a register is kept of each child and the names of those family members with whom

that child is forbidden contact. If one of these family members should call at the nursery they must not be granted access and an authorized person must deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

Procedure for Uncollected Children

Please see the non-collection of children procedure.

Sitara Toto Montessori

Review Date	Staff name	Staff signature
July 2016		
Dec 2016/Jan 2017		
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