

Protective Security, Preparedness and Major Incident Policy

Kingfisher Kindergarten Ltd is committed to providing a safe, secure and welcoming environment in which children can learn, play and develop, and in which staff, parents, visitors, volunteers and contractors are protected.

The setting recognises that protective security is part of safeguarding and should complement, rather than replace, the setting's existing safeguarding, health and safety, fire safety, emergency planning and business continuity arrangements.

Kingfisher will maintain a proportionate approach to protective security that considers the particular vulnerabilities of an early years setting, including:

- the young age of the children cared for
- children's dependence on adults for safety and decision-making
- children who may have additional needs or disabilities
- the need to account for every child quickly during an emergency
- staff, visitors, contractors and parents/carers entering the premises
- the setting's location, building and surrounding environment
- the possibility of unauthorised access or individuals seeking information about the setting
- suspicious items, activity or behaviour
- serious violence, criminality or other threats
- terrorism and major incidents
- dangerous animals or other hazards on or near the premises
- loss of utilities or other incidents affecting safe operation
- disruption to normal childcare arrangements
- the emotional welfare of children and adults following an incident

The setting will use relevant Department for Education, Home Office, Counter Terrorism Policing, ProtectUK, local authority, emergency service and safeguarding guidance when assessing and managing risks.

The purpose of this policy is to:

1. promote a security-minded culture throughout Kingfisher Kindergarten
2. reduce opportunities for unauthorised access, crime or other harmful activity
3. help staff recognise and report suspicious activity, behaviour or items
4. provide a clear framework for responding to serious security incidents and major incidents
5. ensure the setting has proportionate arrangements for evacuation, invacuation and lockdown
6. protect children, staff, visitors and others on the premises
7. ensure safeguarding remains central during and after an emergency
8. establish clear responsibilities for security and incident management
9. support effective communication before, during and after an incident
10. protect sensitive information that could increase risk if disclosed
11. support continuity of childcare wherever it is safe and practicable to do so
12. learn from incidents, exercises and near misses

This policy is informed by the Department for Education's **Protective Security and Preparedness for Education Settings** guidance and associated ProtectUK resources. The DfE guidance is non-statutory and applies to education settings and childcare providers. It promotes practical, proportionate measures to improve security awareness and preparedness for terrorism and other major incidents.

Kingfisher Kindergarten will also monitor the implementation of the **Terrorism (Protection of Premises) Act 2025**, commonly known as Martyn's Law.

The Act became law on 3 April 2025. However, as at the date of this policy, the main public-protection requirements have not yet come into force. The Government has stated that there will be an implementation period of at least 24 months and that formal statutory guidance will be published before implementation.

Where the setting is not legally required to comply with a particular statutory requirement, Kingfisher may nevertheless adopt proportionate good practice where doing so improves the safety of children, staff and visitors.

This policy applies to all children attending Kingfisher Kindergarten, all employees, agency and temporary staff, students, trainees and volunteers. It also applies to contractors and maintenance personnel, visitors, parents and carers while on the premises, external professionals using or visiting the setting anyone else using the setting's premises or facilities. All individuals have a role in maintaining a safe environment and should report security concerns promptly.

Kingfisher will promote a positive security culture based on:

- awareness rather than fear
- vigilance without unnecessary suspicion
- respectful challenge
- prompt reporting
- proportionate controls
- good safeguarding practice
- clear communication
- preparedness
- confidentiality where appropriate
- learning from incidents and near misses

Staff should feel confident to report concerns without fear of criticism or retaliation. A concern does not need to involve terrorism to be relevant to protective security. The same preparedness may help protect children and staff from other risks, including crime, serious violence, antisocial behaviour, dangerous animals, unauthorised access, suspicious packages, threats, or other emergencies.

The Owner & Manager is responsible for ensuring that:

- this policy is implemented and reviewed
- appropriate resources are made available
- significant risks are assessed and managed
- appropriate emergency plans are maintained
- staff receive appropriate information and training
- the setting works with relevant external agencies
- significant incidents are appropriately reported
- lessons are learned following incidents and exercises
- arrangements remain proportionate to the setting's size and circumstances.
- maintain the security risk assessment
- coordinate emergency preparedness
- ensure staff know the relevant procedures
- coordinate exercises and reviews
- monitor relevant guidance
- maintain appropriate contact arrangements with emergency services and other agencies
- ensure lessons from incidents are incorporated into plans
- work alongside the DSL and health and safety lead

A DSL will ensure that protective security arrangements complement safeguarding arrangements.

During an incident, safeguarding considerations include:

- accounting for every child
- identifying children requiring additional assistance
- maintaining appropriate supervision
- responding to disclosures or safeguarding concerns arising from an incident
- supporting children who are separated from their parents/carers
- maintaining appropriate records
- referring concerns to children's social care, police or other agencies where required

All staff must:

- remain alert to potential security concerns
- follow access and visitor procedures
- challenge or report concerns appropriately
- report suspicious activity or items promptly
- follow emergency instructions
- know the setting's evacuation, invacuation and lockdown arrangements
- participate in required training and exercises
- protect confidential and security-sensitive information
- never take unnecessary risks
- report weaknesses, near misses or failures in security arrangements

Kingfisher will maintain a proportionate protective security risk assessment.

The assessment will consider, where relevant:

Premises

- entrances and exits
- doors, gates and windows
- boundary security
- visibility from outside the premises
- reception and visitor arrangements
- areas accessible to the public
- areas containing sensitive information
- outdoor play areas
- parking and vehicle movements
- neighbouring premises and activities
- lighting
- alarms and other security systems
- emergency exits
- communications systems
- locations that could become difficult to secure during an emergency

People

- numbers of children and adults normally present
- children with additional needs
- children requiring mobility or communication assistance
- staffing arrangements
- visitors and contractors
- lone working
- agency or temporary staff
- unfamiliar individuals attempting to enter
- individuals who may present a particular safeguarding or security concern

Activities

- normal childcare
- outdoor activities
- trips and outings
- deliveries
- contractors
- special events
- parent/carer meetings
- visitors and professional meetings
- use of the premises outside normal hours
- any activity likely to attract increased numbers of people

External environment

The setting will consider relevant information about:

- local crime
- antisocial behaviour
- nearby incidents
- local police advice
- road and transport risks
- neighbouring premises
- environmental hazards
- community events
- other information that could reasonably affect the safety of the setting

The risk assessment will be proportionate and will not be based on assumptions about individuals or communities.

Access control

Kingfisher will take reasonable steps to prevent unauthorised access.

Arrangements will include, as appropriate:

- keeping external doors secure
- controlling access to the building
- appropriate use of entry systems
- ensuring visitors are identified
- ensuring visitors sign in where required
- supervising visitors who are not authorised to move around the setting independently
- checking contractors and maintenance personnel as appropriate
- ensuring children cannot leave the premises without appropriate authorisation
- checking gates and external areas
- promptly reporting damaged locks, gates, doors or other security equipment
- reviewing access arrangements when staffing, premises or circumstances change

Staff should not routinely allow unknown individuals to enter simply because they appear familiar with the setting or claim to have a legitimate reason for entry. Where staff are unsure, they should politely verify the person's identity and purpose or seek assistance from the DSL/Manager/Owner. If visitors are for Maiden Erlegh Trust, they should be directed to the appropriate entrance. Suspicious behaviour will be reported to the Trust.

Visitors, contractors and deliveries

Visitors must follow the setting's visitor arrangements.

Depending on the nature of the visit, this may include:

- signing in
- wearing visitor identification
- being accompanied
- being directed only to relevant areas
- signing out
- providing identification
- confirming their organisation and purpose
- complying with safeguarding requirements
- following emergency instructions

Contractors must not be allowed unrestricted access to areas where children are present unless this is necessary and appropriately managed. Deliveries should be managed so that they do not create an avoidable safeguarding or security risk. Staff should report unexpected deliveries, packages or visitors that cannot be satisfactorily explained.

Security-minded communication

Kingfisher recognises that information shared publicly can sometimes assist people seeking to exploit a setting's vulnerabilities.

The setting will therefore consider security when communicating through:

- websites
- social media
- newsletters
- emails
- posters

- public documents
- photographs
- event announcements
- external signage
- other communication channels

Information that could unnecessarily disclose security vulnerabilities will not normally be published.

This does not prevent the setting from providing parents/carers and the community with information necessary for safeguarding, transparency or normal operation.

Staff should not disclose:

- security arrangements beyond what is necessary
- access codes or passwords
- details of security weaknesses
- personal information about children or staff
- emergency arrangements that are security-sensitive
- information requested by unknown individuals without appropriate verification

11. Recognising suspicious activity

Staff should report activity that appears unusual, concerning or inconsistent with legitimate activity.

Examples may include:

- an unknown person repeatedly attempting to gain access
- someone showing unusual interest in entrances, security arrangements or routines
- unexplained surveillance or photography
- an individual attempting to obtain sensitive information
- suspicious vehicles or activity around the premises
- an unexplained package or item
- threats or concerning communications
- attempts to test or bypass security arrangements
- behaviour that causes a reasonable concern about the safety of children or staff

Staff should **not confront or investigate a potentially dangerous person themselves**. Concerns should be reported to the Manager, DSL, Premises Manager of Maiden Erlegh or emergency services as appropriate.

If there is an immediate threat to life or serious harm, call **999**.

Suspicious items or packages

If an item appears suspicious

- do not touch, move, open or interfere with it
- move children and adults away from the immediate area where appropriate
- prevent others from approaching
- notify the Manager/Incident Lead
- follow police/emergency service advice
- call **999** where there is an immediate concern or threat

Staff should not use their own judgement to dismantle, open or investigate a suspicious item.

The setting will follow current police and ProtectUK advice for suspicious items and bomb threats.

Threatening communications and bomb threats

Any threat received by telephone, email, social media, letter or another method must be taken seriously.

Staff receiving a threat should:

- remain calm
- avoid unnecessary engagement
- preserve the communication where safe to do so
- record relevant information as soon as possible
- inform the Manager/DSL/Premises Manager of Maiden Erlegh
- contact the police where appropriate
- follow instructions from emergency services

Threatening communications must not simply be dismissed as a prank.

Emergency response arrangements

Kingfisher will maintain an Emergency and Major Incident Plan Policy. The plan will provide clear procedures for relevant scenarios, including:

- fire
- serious accident or medical emergency
- missing child
- unauthorised person on site
- serious violence or threatening behaviour
- suspicious item or package
- bomb threat
- terrorist incident
- hostile intruder
- need to evacuate
- need to invacuate
- need to lockdown
- dangerous animal on site
- significant environmental hazard
- loss of power, water, heating or other essential service
- severe weather
- flooding
- transport or access disruption
- major local incident
- serious IT or communications failure
- loss of access to the premises
- other foreseeable emergencies

The detailed operational procedures will be kept securely and made available to staff who need them.

Major incident decision-making

During an emergency, the immediate priority is:

1. protect life
2. protect children and vulnerable people
3. contact emergency services
4. follow the appropriate emergency procedure
5. account for everyone
6. provide accurate information
7. prevent further harm
8. maintain safeguarding

Staff should not delay urgent protective action while waiting for permission from a senior member of staff.

If there is immediate danger, **999 should be called without delay.**

Children with additional needs

Emergency planning will take account of individual children who may require additional support because of:

- mobility
- communication
- sensory needs
- medical needs
- developmental needs
- behavioural or emotional needs
- hearing or visual impairment
- other circumstances affecting their ability to respond to an emergency

Individual emergency arrangements will be incorporated into relevant care, medical, risk assessment and safeguarding plans where appropriate. Personal information will be shared only with those who need it to keep the child safe.

Children who live in different local authority areas

Kingfisher is located in South Oxfordshire and may care for children who live in other local authority areas, including Reading. Emergency and protective security arrangements relate to the setting's physical location and therefore primarily involve the emergency services and safeguarding arrangements for the area in which the setting is located. Where an incident raises a safeguarding concern about an individual child, the setting will follow the child's safeguarding arrangements and contact the appropriate local authority children's services.

The setting's safeguarding policy identifies the appropriate routes for children living in Oxfordshire and children living in Reading.

Prevent and safeguarding

Protective security arrangements operate alongside the setting's safeguarding and Prevent responsibilities. Staff must report concerns that a child or family member may be vulnerable to radicalisation or terrorism in accordance with the setting's safeguarding and Prevent procedures.

The setting will:

- maintain appropriate Prevent awareness
- include relevant safeguarding training
- know how to report concerns
- maintain appropriate records
- work with relevant safeguarding partners
- use current government guidance when responding to concerns

Prevent concerns must be managed as safeguarding concerns and must not be based on religion, ethnicity, nationality, political views or other protected or personal characteristics. The setting will use the current DfE/Home Office Prevent guidance and relevant early years risk assessment resources.

Staff training

Staff will receive information and/or training appropriate to their role.

Training may include:

- protective security awareness
- recognising suspicious activity
- access control
- visitor management
- emergency procedures
- evacuation
- invacuation and lockdown
- safeguarding during emergencies
- incident communication
- Prevent awareness
- suspicious items
- reporting concerns
 - first aid
 - fire safety

Where appropriate, staff will be encouraged to complete the free **ACT for Education** training available through ProtectUK. Training will be proportionate to the setting's size, risk profile and individual roles.

New staff will receive relevant emergency and security information as part of induction.

Exercises and testing

The setting will periodically test relevant emergency arrangements as directed by Maiden Erlegh Trust who is in charge of maintaining and monitoring the processes and have primary responsibility for the site and people on it.

Exercises may include:

- evacuation drills
- lockdown/invacuation exercises
- communication tests
- emergency contact checks
- missing-child exercises
- scenario-based discussions

Exercises involving children will be age-appropriate and managed sensitively. The setting will avoid unnecessarily frightening children. Staff will be informed of the purpose and expectations of exercises where appropriate. Following an exercise, the setting will record details and time of each exercise.

Communication during an incident

During a serious incident, communication must be calm, accurate, proportionate, timely, consistent and based on verified information. The Manager will coordinate communications wherever practicable.

Staff should not make public statements on behalf of Kingfisher unless authorised.

The setting will consider the need to communicate with:

- emergency services
- parents/carers
- staff
- the local authority
- safeguarding partners
- Ofsted
- insurers

Information will not be released where doing so could compromise safety, a police investigation, safeguarding arrangements or personal privacy.

Parents and carers

Parents and carers will be given appropriate information about emergency arrangements.

The setting may provide information about:

- how parents will be contacted during an emergency
- collection arrangements
- temporary closure arrangements
- how to avoid attending the setting during an active emergency
- how information will be shared
- where parents can obtain verified updates

Parents/carers should not attend the setting during an active emergency unless instructed to do so.

This is to prevent additional risk and allow emergency services and staff to manage the incident safely.

Security and personal information

The setting recognises that information about children, families, staff and security arrangements must be protected.

Staff must follow the setting's data protection, confidentiality and information-sharing procedures.

Particular care should be taken with:

- children's names and attendance information
- photographs
- addresses
- contact details
- collection arrangements
- staff personal information
- access codes and passwords
- security arrangements
- emergency plans
- information about vulnerable individuals

Information should only be shared with those who have a legitimate reason to receive it.

Social media and online security

Staff must not:

- post photographs or information that identify children without appropriate authorisation
- disclose security arrangements
- post details of emergency procedures
- disclose passwords or access codes
- publish information that could assist someone seeking to target the setting
- discuss confidential incidents publicly
- respond publicly to threats or security incidents on behalf of Kingfisher

Any threatening, suspicious or concerning online communication should be reported to management and, where appropriate, the police.

Security during events and activities

Before higher-risk or unusual activities, the setting will consider whether additional arrangements are necessary.

This may include:

- increased visitor monitoring
- controlled access
- staffing levels
- emergency access
- communication arrangements
- supervision
- arrangements for children with additional needs
- emergency contact information
- event timing
- security-minded publicity
- liaison with police or other agencies where appropriate

The setting will avoid publishing unnecessary details about security arrangements or exact routines.

Business continuity

The setting will maintain proportionate business continuity arrangements for circumstances where the premises cannot safely operate.

The continuity plan will consider:

- temporary closure
- loss of utilities
- loss of access to the building
- serious damage
- loss of IT or communications
- loss of key staff
- major local incidents
- public health emergencies
- severe weather
- alternative premises where available
- communication with parents/carers
- safeguarding of children during disruption
- access to essential records
- arrangements for reopening

The setting's decision to close will prioritise the safety and welfare of children and staff.

Working with emergency services and partners

Kingfisher will cooperate with police, fire and rescue service, ambulance service, local authority, safeguarding partners, Ofsted, health services, relevant emergency planning partners and other agencies as appropriate. Where appropriate, the setting will seek advice from police or other competent authorities about security measures, lockdown arrangements and significant risks. The setting will consider relevant local information when reviewing its protective security arrangements.

Incident reporting

All significant security incidents, near misses and serious concerns must be reported to the Manager/Incident Lead as soon as practicable.

Records should include:

- date and time
- location
- people involved
- description of what happened
- actions taken
- emergency services contacted

- safeguarding referrals made
- notifications made
- injuries or harm
- damage
- witnesses
- follow-up actions
- lessons learned

Records must be factual and objective. Where an incident involves a safeguarding concern, the setting's safeguarding recording and referral procedures must also be followed.

Reporting to Ofsted and other authorities

The setting will comply with applicable Ofsted notification requirements. Where an incident meets the threshold for notification, the setting will notify Ofsted within the required timescale. The setting will also make notifications to police, children's social care, the local authority, parents/carers, insurers or other agencies where required or appropriate. A security incident does not replace the requirement to follow safeguarding procedures.

Post-incident welfare

Following a significant incident, the setting will consider the emotional and practical needs of children, parents/carers, staff, visitors and others affected.

Support may include:

- reassurance and age-appropriate communication with children
- staff debriefing
- access to appropriate wellbeing support
- safeguarding referrals
- communication with parents
- liaison with health or other services
- additional support for children or adults who are particularly affected

The setting will consider whether any child requires additional safeguarding support following an incident.

Media and external enquiries

Only authorised persons may speak on behalf of Kingfisher Kindergarten to journalists, media organisations, members of the public seeking information about an incident or other external organisations where the information is not routinely public. Staff should politely refer media enquiries to the Owner/Registered Provider or nominated spokesperson. Staff must not speculate about an incident or disclose confidential information.

Confidentiality and security-sensitive information

Detailed emergency procedures, security weaknesses, access information and certain risk assessment information may be restricted to staff who need access to perform their role. The setting will balance transparency with the need to avoid publishing information that could increase vulnerability. Copies of detailed emergency plans will be controlled appropriately. Parents/carers and visitors will be given sufficient information to understand what they should do during an emergency without unnecessarily disclosing sensitive security information.

Whistleblowing and raising concerns

Staff are encouraged to raise concerns if they believe security arrangements are inadequate, safeguarding concerns are being ignored, emergency procedures are not being followed, serious risks are being concealed, records are being falsified, staff are discouraged from reporting concerns, someone is deliberately bypassing security procedures or wrongdoing is being covered up. Staff should normally raise concerns with the Manager/DSL or Owner in accordance with the Whistleblowing Policy. Where a concern involves the Manager/DSL, it should be raised with the Owner/Registered Provider. Where a concern involves the Owner/Registered Provider, staff should contact LADO or use the external reporting routes identified in the Whistleblowing Policy. No member of staff will be victimised for raising a genuine concern in accordance with the law and the setting's procedures.

Review following incidents and exercises

Following a significant incident or exercise, the setting will review:

- whether the correct procedure was followed
- whether children and adults were accounted for

- whether communication worked
- whether staff knew their responsibilities
- whether emergency equipment was available
- whether access arrangements worked
- whether additional needs were adequately considered
- whether parents/carers were communicated with appropriately
- whether safeguarding arrangements remained effective
- whether external agencies were contacted appropriately
- what changes are required

Actions will be recorded and monitored until completed.

Key principles for staff

Staff should remember:

NOTICE

Be aware of what is happening around you.

REPORT

Tell the appropriate person if something does not seem right.

DON'T TAKE RISKS

Do not confront a potentially dangerous person or investigate a suspicious item yourself.

PROTECT CHILDREN

The safety and welfare of children comes first.

CALL 999

If there is an immediate threat to life or serious harm.

FOLLOW THE PLAN

Kingfisher will refer to current versions of:

- Department for Education – **Protective Security and Preparedness for Education Settings**
- Department for Education – **How Martyn's Law will affect education settings**
- Terrorism (Protection of Premises) Act 2025
 - ProtectUK – **ACT for Education**
 - ProtectUK guidance on suspicious activity and emergency response
 - Home Office – Prevent Duty guidance
 - Department for Education Prevent risk assessment resources for early years
 - relevant Oxfordshire safeguarding and emergency planning guidance
 - advice from Thames Valley Police and other emergency services

All staff will be expected to familiarise themselves with this policy and the setting's Emergency Procedures.

This policy was adopted by Kingfisher Kindergarten Ltd

Date to be reviewed

Annually

Signed on behalf of the provider

La-Ryne van der Westhuizen

Role of signatory

Owner