

## Staff Personal Safety

### *General*

- All staff in the building early in the morning, or late in the evening, ensure doors and windows are locked.
- Where possible, at least two members of staff should be in the building at all times.
- Visitors are only allowed in the building once their identity and reason for visiting are verified.
- All visitors must sign in, including their reason for visiting, time of arrival and time of departure.
- Minimal monies are kept on the premises.
- Notes are kept of staff who leave the building for meetings or personal reasons.
- Management have a good relationship with the police and ask for advice when necessary.
- If there is any reason the staff feel nervous whilst in the premises, they contact the management committee chairperson.

### *Dealing with agitated persons in the setting*

- If an individual appears to be angry, mentally agitated or hostile, two members of staff will lead the adult away from the children to a less open space. They will not shut the door. If the individual is standing, then the members of staff will remain standing.
- Members of staff will try to empathise and ensure that the language they use can be easily understood
- Staff will talk in low, even tones, below the voice level of the individual.
- Members of staff will make it clear they want to resolve the situation.
- If the person makes threats or continues to be angry members of staff, make it clear they will not continue the conversation unless the individual calms down.
- If threats or abuse continues the police will be called.
- After the event, details are recorded in the safeguarding file with any decisions made and outcomes reached.