

**Arson Prevention Policy**

**Octopus Children’s Daycare**

Next review date: **December 2026**

Approved:

Signature…………………………………. Date……………………..

Name………………………………………

Position held…………………………………………………………….

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**Introduction:**

* Premises are open to arson attacks if there is easy access to sites
* If there are signs of vandalism
* Poor housekeeping

**The reduction in incidences may result in:**

* Providing a safer environment for staff and visitors
* Building and facilities are not lost
* Reduce costings so financial resources are not taken away from provision

**Responsibilities of all staff**

Staff are obliged to adhere to this policy. Octopus Children’s Daycare is responsible for ensuring that the staff for whom they are responsible for are aware of and adhere to this policy.

The Octopus Children’s Daycare is also responsible for ensuring that staff are updated regarding any changes in this policy.

Staff are aware of the possibility of arson and will politely challenge strangers and report anyone of whom they have suspicions.

Octopus Children’s Daycare will ensure that this policy is accessible and up to date.

Staff will ensure that a high level of security is maintained to prevent unauthorised access and that legitimate visitors can be identified, and access controlled.

Procedures to prevent the possibility of arson are to be implemented and regularly reviewed.

Staff are to follow the daycare fire procedures and call the fire brigade immediately, any material evidence should be safeguarded for the attention of the police/fire service.

**Review**

Fire risk assessments are based in the office and are updated annually unless legislation and procedures change.

**Action plan against arson**

* Deter unauthorised entry onto the site.
* Ensure the site is adequately lit externally during the hours of darkness
* Ensure all windows are closed and doors locked before leaving the premises
* Ensure all external locks are approved by a reputable company
* Ensure door frames are of sound quality and good condition
* Check external glazing for damage
* Make regular checks of skylights
* Make visual checks of the roof
* Make sure security alarms are well maintained
* Keep rubbish away from the building
* Sheds should be locked when not in use
* Ensure the fence around the premises is not damaged
* At the end of each working day, check that waste material has been removed (checked by afterschool staff)
* All chemicals are stored in a locked cupboard
* Fire extinguishers and blankets are serviced and inspected annually by a reputable company.

The management team are responsible in making sure all staff are aware of the procedures and implementing the checks.

Fire coordinators for Octopus Children’s Daycare are Emma Croker and Georgina Della-Valle.

**Arson Risk Action Plan**

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| Significant Hazards/Gaps | Existing Control Measures | Action to be taken |
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