

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

### **Maintaining children's safety and security on premises Policy**

#### **Policy statement**

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

#### **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 supervise children on their own.
- All children are supervised by adult at all times.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises.
- The correct child: staff ratio is adhered to at all times.

##### *Security*

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrival and departure are recorded.
- The arrival and departure times of staff are recorded on the daily time sheet.
- Visitors and volunteers on arrival and departure sign in and out using our visitor's book.
- Visitors/volunteers are to wear a visitor's badge.
- Our systems prevent unauthorised access to our premises, locked gates at all times during opening hours.
- The code into the main classroom is only known by staff and changed regularly.
- Our systems prevent children from leaving our premises unnoticed, signing in sheet, register twice a day and head counting children.
- We only allow access to visitors with prior appointments.
- Our staff checks the identity of any person who is not known before they enter the premises.
- The back door the pre-school is kept closed at all times. The key is kept next to the door on a hook for playtime use, and is brought back into the building after outdoor sessions.
- The personal possessions of staff are locked in their personal lockers and keys hung in the kitchen cupboard.
- Volunteers and visitor's personal possessions/phones are stored securely in the office while visiting.
- Minimal petty cash is kept on the premises.

- Management complete a safeguarding walk each term. These are recorded and can be viewed on request.