

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.