

8.2 MAINTAINING CHILDREN'S SAFETY AND SECURITY ON PREMISES

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 may supervise children on their own, this applies particularly to the "back room" and outdoor play area.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults – staff, volunteers and visitors - are recorded.
- Our systems endeavour to prevent unauthorised access to our premises.
- Our systems endeavour to prevent children from leaving our premises unnoticed.
- We prefer visitors to make prior appointments, however, this is not always possible in which case the identity of a visitor is always checked and the purpose of their visit ascertained.
- Our staff check the identity of any person who is not known before they enter the premises.
- It is possible to lock some of the doors of the building, but some doors are classed as Fire Doors and as such cannot be locked. On these doors we place audible alarms.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

Other useful Pre-school Learning Alliance publications

Managing Risk (2009)

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school..... (Chairperson)

Next Policy Review February 2018