

SAFEGUARDING & WELFARE REQUIREMENT: SAFETY & SUITABILITY OF PREMISES, ENVIRONMENT & EQUIPMENT

8.2 Maintaining Children's Safety & 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 the children's barred list check through the Disclosure and Barring service.

- Adults do not normally supervise children on their own.
- 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.
- Only named persons on the child's contact form will be allowed to collect a child. The named persons must be able to provide the password written on the child's contact form.

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 prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The front doors are locked at all times and entry is via an entry phone intercom.
- Staff check the identity of any person who is not known to us before allowing them into the pre-school room.
- The personal possessions of staff and volunteers are securely stored during our opening hours.
- Minimal petty cash is kept on the premises.

This policy was adopted at a meeting held by St John's Playtime Pre-school committee on 17th June 2009.

This policy was reviewed & updated on: March 2019

This policy will be reviewed again on: March 2020

Signed on behalf of the Management committee and provider:

Name of Signatory: Wendy Bevan 

Role of Signatory: Committee Chairperson