

# 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 17<sup>th</sup> June 2009.**

**This policy was reviewed & updated on:     March 2020**

**This policy will be reviewed again on:     March 2021**

**Signed on behalf of the Management committee and provider:**

**Name of Signatory:             Sean Jeffries**

A handwritten signature in black ink that reads "Sean E. Jeffries". The signature is written in a cursive style with a large initial 'S' and 'J'.

**Role of Signatory:             Committee Chairperson**