

**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.

## 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 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.

#### *Security*

- Systems are in place for the safe arrival and departure of children.
- Although there is a door release button in the office, this is not to be used as a child could easily run out. You will need to answer the door.
- 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 personal possessions of staff and volunteers are stored in the office during sessions. They know and understand that mobile phone are to remain in bags in the office and not to be used in the setting.

This policy was adopted at a meeting of	<u>Downton Community Preschool</u>	<i>(name of provider)</i>
Held on	<u>September 2019</u>	<i>(date)</i>
Date to be reviewed	<u>September 2020</u>	<i>(date)</i>
Signed on behalf of the provider	<hr/>	

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Name of signatory

Sarah Nutbeam and Lucy Babb

Role of signatory (e.g. chair, director or owner)

Co-Chairs

**Other useful Pre-school Learning Alliance publications**

- Managing Risk (2009)