

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 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.
- 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.
- We keep front door locked shut at all times. The back door is kept locked shut at all times.
- The personal possessions of [staff and] volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

Visitors

- All visitors must report to the Preschool Leader immediately on arrival.
- All visitors must sign in to the 'Visitor's Book', with date and time of their arrival and sign out as they leave.
- Professionalism and Confidentiality is required at all times by the visitor.
- Visitors will be required to show identification badges, or not be allowed in.
- The use of mobile phones by visitors is prohibited whilst in the vicinity of the children.