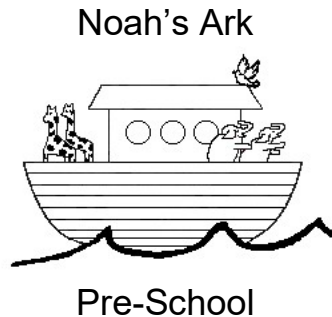


**Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.**

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 THE 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, volunteers and committee members 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 assessment 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 – volunteers, visitors and students - are recorded in the visitors book and ID is checked

- Our systems prevent unauthorised access to our premises as the manager (or other staff member) stands at the main pre-school entrance at the beginning and end of a session so that adults picking children up are identified before entering the pre-school.
- Our systems prevent children from leaving our premises unnoticed. We only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.
- When the children are in the outside area the gate is locked and padlocked and doors to the main lobby of the pre-school and the church are locked. Staff hold the key.
- The main pre-school door is fitted with a chain and a key which is locked all the time, when staff go out to the kitchen area or the toilet another member of staff will lock this behind them.
- Staff and visitors will need to ring the bell on the main pre-school door to be able to gain access to the preschool.
- We complete registers at the am and pm session as well as before and after lunch.
- Staff are on rotas so that all areas of the pre-school are covered at all times and an extra staff member is available in all sessions.
- All ratios are adhered to as set out by Ofsted at all times.
- A password system is in place for all children.
- 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.**

Risk Management in Early Years Settings (2007)

This policy was adopted by

Noah's Ark Pre School

On

1<sup>st</sup> May 2019

Date to be reviewed

1<sup>st</sup> May 2020

Signed on behalf of the provider

Name of signatory



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

Charlotte Turpin

Chairperson