

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.



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.

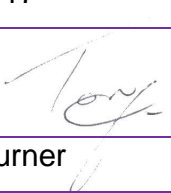
Security

- 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 pre-school
- 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 a floater is available at 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	<i>(name of provider)</i>
On	18th April 2016	<i>(date)</i>
Date to be reviewed	April 2017	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Tony Turner	
Role of signatory (e.g. chair, director or owner)	Chairperson	