

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 Disclosing and Barring Service.
- Adults do not normally supervise children on their own, except when taking children to the toilet.
- All children are supervised by adults at all times. Children must be seen or heard by adults.
- 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. Parents/carers are asked to provide a list of anyone who has the authority to collect their child. Any changes to this list must be recorded.
- The times of the children's arrivals and departures are recorded by parents/carers.
- The arrival and departure times of volunteers and visitors are recorded. Visitors sign in and are asked to read through a safety checklist.
- Our systems prevent unauthorised access to our premises. We have a secure main door accessed by key fob and security pads on the door of the preschool room and the Chairman’s Room.
- Our systems prevent children from leaving our premises unnoticed. We take registers when we move around the setting and count the children in and out.
- The personal possessions of staff and volunteers are securely stored during sessions.

This policy was adopted at a meeting of Cobham Community Pre-School *(name of provider)*

Held on March 2020 *(date)*

Signed on behalf of the provider

Name of signatory Kathy Illingworth

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