



## **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 / regular volunteers have been checked for criminal records via an enhanced disclosure through the Disclosure Barring Service (DBS), formally known as Criminal Records Bureau (CRB).
- Adults do not usually supervise children on their own and 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 kept safe within any part of our premises, nor by any activities.
- Visitors and parents/carers entering the setting are not allowed to use any mobile phones or devices.
- Visitors and parents/carers are not allowed access to the children's toilets, unless changing their own child. They will then be supervised by a member of staff.

#### **Security**

- Systems are in place for the safe arrival and departure of children.
- Irregular 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.
- We generally 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.
- We keep the front doors and garden gates locked shut at all times. All doors that may lead to a public or unsupervised area are 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.

**(8.2 Maintaining children's safety and security on premises – cont'd)**

This policy was adopted at a meeting of	Wesley Pre-school, Benfleet
Held on	_____ (date)
Date to be reviewed	_____ (date)
Signed on behalf of the provider	_____
Name of signatory	_____ Rosemarie Francis
Role of signatory	_____ (Chair-person)
	_____

**Other useful Pre-school Learning Alliance publications - Managing Risk (2009)**