

## **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 with children's barred list check through the Disclosure and Barring Service.
- All children are supervised by qualified Nursery staff at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out Daily Risk Assessments to ensure children are not made vulnerable within any part of our premises, nor by any learning opportunity.

#### *Security*

- Systems are in place for the safe arrival and departure of children.
- The arrivals and departures of all children are recorded.
- The arrival and departure times of all volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- 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.
- We keep front doors and gates locked shut at all times. Back gates are kept locked shut at all times as they lead to a public or unsupervised area.
- The personal possessions of staff and volunteers are stored in the middle room high on staff coat hooks during sessions.
- Mobile phones of staff and visitors are kept in a locked metal box during session time.
- Minimal petty cash is kept on the premises.

This policy was adopted by \_\_\_\_\_ *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

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

**Other useful Pre-school Learning Alliance publications**

- Managing Risk (2009)