




1.7 Maintaining Children's Safety And Security On Premises

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in induction of disciplinary procedures.

Date of adoption	October 2018
Reviewed	September 2019
Signed (on behalf of the management committee)	
Name of signatory	Kate Hilton
Role of signatory	Chair
This policy will be reviewed	Annually
Date of next review	September 2020

1.7 Maintaining Children's Safety And Security On Premises

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.

Health

The provider must promote the good health of children attending the setting

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.

Staff in our setting ensure that there are procedures to keep children safe; all staff and volunteers are aware of and follow the procedures below.

Procedures

Children's personal safety:

- We ensure all employed staff members have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- We follow 'safer recruitment' procedures by performing Enhanced criminal records and barred lists checks, and other suitability checks, such as reference checks, for staff and volunteers prior to their post being confirmed. This will ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where practicably possible, staff members do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Only qualified and trained members of staff with a DBS Enhanced disclosure are able to take children to the toilets or to the hand washing facilities.
- Whenever children are on the premises at least two adults must be present.
- We carry out risk assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- Children are only released into the care of a known adult at the end of a session. Procedures are in place to ensure that our staff members are always aware who will be collecting each child (see our Child Collection and Uncollected Child policies).

Security

- Systems are in place for the safe arrival and departure of children.
- These systems are regularly reviewed and includes input we have received from parents.
- The times of the children's arrivals and departures are recorded using the login computer in the foyer.
- The arrival and departure times of adults, including staff, Committee members, volunteers, parent helpers and visitors, are recorded within the visitor's book. Where required, we ask for evidence to verify the person's identity.(See our 'Checking Identity of Visitors' policy).
- We have a secure bolted door fitted to the entrance of the setting to prevent unauthorised access to our premises.
- The setting is locked when children are taken out of the premises to ensure that no unauthorised person can gain access.
- The main external door and external kitchen door remain closed and locked at all times to prevent any unauthorised person gaining access.
- The office, toilet and kitchen windows remain closed and are locked when no one is present in those rooms to prevent any unauthorised person gaining access.
- The office door is locked at all times when no one is in the office. This is to prevent a child or parent accessing the office.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are stored away within their own lockers in the disabled toilet and are inaccessible to children during sessions.
- Personal mobile phones and digital imaging equipment must be placed in the office and are never in the setting with children present.
- Minimal cash is kept on the premises.

Other useful Pre-school Learning Alliance publications

- Dynamic Risk Management (Pre-school Learning Alliance 2017)