

## 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 Premises

Version 1.0

### 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.
- Adults do not normally supervise children on their own.
- 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.
- The 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.

Maintaining Childrens Safety and Security on Premises

PLA Model October 2013

Adopted in 2009, Reviewed in 2010, 2011, 2013, Reviewed & Updated January 2015 by MEB

**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.

- 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 maintain the security of our premises at all times. The main-door has a security chain that is used at all times preventing unauthorised access to the setting. We have a combination padlock on the playground access gate. There are no other ways to access the premises.
- We are able to see people who ring for admissions through the door before allowing admission
- 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**

- Managing Risk (2009)

▪ **Adoption Statement.**

This policy was adopted at a meeting of The Kennford Playbox held on March 2015

Date to be Reviewed..... January 2017

Signed on behalf of the management committee.....

Name of Signatory.....Pete Richardson

Role of signatory: Kennford Playbox Chairperson.