

## **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**

review June 2020

### **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.
- All 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 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.
- 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. The Back playground gate is kept locked shut at all times where they may lead to a public or unsupervised area.
- We have installed entry door glass so that visitors are visible before we open the door
- The personal possessions of staff and volunteers are securely stored during sessions. We ask staff to avoid bringing large bags into the premises that are difficult to store.
- Minimal petty cash is kept on the premises.

This policy was adopted by Kennford Playbox *(name of provider)*

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

Date to be reviewed June 2022 *(date)*

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

Name of signatory Marie MacFarlane

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

### Further information

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