

Early Years Education; ofsted registered; member of the Learning Alliance; registered charity



## **8.2 Maintaining Children's Safety & Security on the 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.
- Adults do not normally supervise children on their own.
- All children are supervised by us 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.
- Our staff check the identity of any person who is not known before they enter the premises if deemed necessary.
- We keep doors and gates locked shut at all times when we are in session. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.

- The personal possessions of staff volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

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

- Managing Risk (2009)