

## **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**

### **Useful Pre-school Learning Alliance publications**

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

### **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 (or will have an application pending during which time Playgroup risk assessment procedures will apply).
- 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. A child may only be collected by a person named in the child's registration form unless an agreed password has been given and the parent has notified us.
- The times of the children's arrivals and departures are recorded. If a child arrives or departs at a time other than the usual arrival or departure time, that time will be noted and a note made in the Late Arrivals/Early Leavers Book.
- The arrival and departure times of adults – staff, volunteers and visitors - are recorded in the relevant Visitors' signing in book kept at Playgroup.
- 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, or to prospective parents, who we say may drop in to have a look around. Such persons would be supervised in the setting at all times.
- Our staff check the identity of any person who is not known before they enter the premises.
- At any given time either the main door or the outside perimeter gate will be locked to prevent unauthorised access and to ensure children remain securely on the premises (this allows for free flow play indoors/outdoors during our session times).
- All doors other than toilet doors and the cupboard door allow for visual access to and from the whole setting.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

This policy was adopted by

Radcliffe on Trent Pre-school

Playgroup

On

24<sup>th</sup> April 2019

Date to be reviewed

May 2020

Signed on behalf of the provider

Name of signatory

Nikki Farnsworth

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

Committee Chair