

Maintaining Children's Safety and Security on Premises Policy

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.

EYFS key themes and commitments

A unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe	2.2 Parents as partners		

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- 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 assessment 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 of children. Parents are made aware that the children are our responsibility when they enter the pre-school room and have been checked into the register.
- Systems are in place for the safe departure of children. Parents are made aware that the children are their responsibility when they enter the pre-school room and have been checked out of the register.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.

- The playroom door is locked and the gates to the outdoor area locked to prevent unauthorised access to our premises and prevent children from leaving our premises unnoticed.
- The village hall is CCTV recorded so prevent unauthorised access to our premises or children from leaving our premises unnoticed.
- When children visit the toilet area they are always accompanied by a member of staff. If a child needs to be changed help is called for from another member of staff to ensure that no child is left in the area unsupervised.
- The personal possessions of staff and volunteers are securely stored during sessions.

This policy was adopted at a meeting of Wilsden Pre-school

Held on

Signed on behalf of the management committee

Revised October 2009