

**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

### 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 through 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 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 in the visitors book.
- No visitor is left unattended/ unsupervised whilst in the Pre School at anytime.
- Delivery drivers are not to enter the premises whilst there are children on site.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.
- All visitors/ parents are escorted off the premises to ensure gate is securely shut and locked at all times.
- Under no circumstances must the gate be left open or unattended.

This policy was adopted at a meeting of \_\_\_\_\_ (name of provider)

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

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

Name of signatory

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

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

- Managing Risk (2009)