

Safety and Suitability of Premises, Environment and Equipment

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 by an enhanced disclosure from the Disclosure 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 and procedures are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded. Front Door is staffed for drop off and collections.
- 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 – Doors and gates are secure.
- Our systems prevent unauthorised access or children leaving when playing outside. Headcount monitoring is mandatory when children arrive, depart and re-enter the building after outside play.
- The personal possessions of staff and volunteers are securely stored during sessions in the kitchen.

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)

Authorisation & Review

This policy was adopted at a meeting of Wroughton Preschool

Held on _____

Date to be reviewed Yearly at AGM

Signed on behalf of the management
committee _____

Name of signatory _____

Role of signatory (e.g. chair/owner) Chairperson