

## **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