

General 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.

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 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 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.
- 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.

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| This policy was adopted at a meeting of | Ringrose Kindergarten Chelsea | name of provider |
| Held on | October 2017 | (date) |
| Date to be reviewed | October 2018 | (date) |
| Signed on behalf of the management committee | <hr/> | |
| Name of signatory | Lucy Hustler Parker | |
| Role of signatory (e.g. chair/owner) | Owner | |

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)