



**Edenham Pre-School**

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## **Policies and Procedures**

**Maintaining Children's Safety and Security on Premises**

**24<sup>th</sup> March 2021**

## Maintaining Children's Safety and Security on Premises

### **Policy statement**

Edenham Preschool 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 with children's barred list check through the Disclosure and Barring Service.
- Adults do not 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.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known and ask for a password before they enter the premises.
- We keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.
- The personal possessions of staff are securely stored during sessions.
- Minimal petty cash is kept on the premises.

This policy was adopted by

Edenham Pre-School

On

05/01/2017

Date to be reviewed

05/01/2018

Signed on behalf of the provider

Name of signatory

Julie Marshall

Role of signatory

Owner