

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 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 – Staff to not open the door until checked on the video to clarify they are aware of who is at the door. If staff do not recognise the person they should communicate with the through the monitor before letting them enter the building.
- The times of the children's arrivals and departures are recorded through a register, completed by staff members.
- The arrival and departure times of adults – staff, volunteers and visitors - are recorded. This is completed by a signing in and out process which is situated at the front of the building.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- Our staff check the identity of any person who is not known 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.
- We have installed a camera monitor system for the main entrance at a suitable height.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

This policy was adopted by

Ladybirds Day Nursery

On

14/08/16

Date to be reviewed

14/08/17

Signed on behalf of the provider

Name of signatory

Janine Lissack

Role of signatory

Owner

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)