

3.5 Maintaining children's safety and security on the premises policy.

Policy statement

At Perins Pre-School we maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. The safety of the children who attend is paramount.

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 always supervise all children.
- Whenever children are on the premises, at least two adults are present (maintaining ratios)
- 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. Entrance to the premises is only assessable via the door button in the office or the push button located by the gate.
- The times of the children's arrivals and departures are recorded on the registers.
- The arrival and departure times of adults – staff, volunteers, and visitors - are recorded.
- Our systems prevent unauthorised access to our premises. Staff must be supervising the children at all times and must never leave children alone in a room to play.
- Our systems prevent children from leaving our premises unnoticed. Staff must be aware of where the children are, ensuring that no children is missing.
- We only allow access to visitors with prior appointments.
- 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. Back doors are kept locked where they may lead to an unsupervised area.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept in the office away from the setting.

This policy was adopted by

Perins Pre-school

On

25th April 2024

Date to be reviewed

25th April 2025

Signed on behalf of the provider

Michelle Osman

Name of signatory

Michelle Osman

Role of signatory (e.g. chair, director or owner)

Pre-School Manager