



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 and adults do not normally supervise children on their own.

All children are supervised by adults at all times and 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 with the times of the children's arrivals and departures are recorded. The arrival and departure times of adults – staff, volunteers and visitors - are also recorded.

Our systems prevent unauthorised access to our premises and prevent children from leaving our premises unnoticed as we keep the front door and the back gate locked shut at all times. In the instance that we are sharing the building we will lock the doors that join any rooms that visitors have access to which are from the terrapin room to the hallway and the turtle room to ocean room.

We only allow access to visitors with prior appointments and staff check the identity of any person who is not known before they enter the premises.

The personal possessions of staff and volunteers are securely stored during sessions and minimal petty cash is kept on the premises.

This policy was adopted by Little Squirts Preschool on 29th July 2019 (review date 1st July 2020)

Signed.....

Name.....

Role.....