

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.



(Registered charity number 10360990)

8.2 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 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 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.

Maintaining Children’s Safety and Security on Premises Policy

- 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 at all times.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept in a locked cabinet on the premises.

Changes due to Covid-19

From September 2020, the school adopted a 'one-way' system when dropping and collecting children.

- Parents/Carers are required to enter the school grounds from the main gate and drop off at the gate leading to Nursery/Pre-School. They must wait for a member of staff to collect their child and his/her belongings at the gate and escort the child into the building.
- Parents are required to enter the school grounds from the back gate and to wait outside the Pre-School building at a 2-meter distance. A staff member will notify parents to come forward and collect their child at the door and to leave the premises via the main gate.
- Parents/Carers or visitors are not permitted to enter the building without an appointment.

This policy was adopted by

DIGSWELL PRE-SCHOOL

On

SEPTEMBER 2020

Date to be reviewed

SEPTEMBER 2021

Signed on behalf of the Pre-School committee

MARTA ERENBK WALCZAK

Name of signatory

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

CHAIRPERSON

This policy was adopted by

DIGSWELL PRE-SCHOOL