



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.
 - At drop-off at 9.00am, the first children arrive, one member of staff monitors the door and the others take the children in through the gate into the hall, after the early start children are in the building the door is closed and locked. All children will self-register and find their peg on which to put their personal bags/coats. A member of staff will mark each child as having arrived on the register. The same process will occur at 12pm.
 - At collection time at 12pm, 1pm and 3pm, Staff will open the door to parents and ensure the child/ren is given to the parent, a staff member will then sign out the child on the register.
 - The door will always remain closed /locked until opened by a member of staff.
 - Passwords and names will be asked for and checked, if staff do not recognise an adult picking up a child or if we have not been told of any changes to the collecting adult
- The arrival and departure of children is recorded on the register, and the time is noted if it is later than 5 minutes than our scheduled session time.
- 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.
- Only employed staff (not students, volunteers or work experience placements) have permission to open the door.
- Our staff check the identity of any person who is not known before they enter the premises.
- Visitors will always be accompanied by a member of staff and will be asked to leave their personal belongings and mobile phone in the kitchen.
- We keep front doors and exterior gates locked shut at all times.
- Parents or visitors will not be allowed to not answer the door, let anyone in, or hold the door open for anyone entering (even if they are known to them).
- The personal possessions of staff and volunteers are securely stored during sessions.

Baseline Version	26th April 2018		
Reviewed on:	Changes made:	Reviewed by:	Review date:
10 th March 2019	No changes	Jacqui Avory Pre-school Manager	March 2020
April 2020	Reviewed – no changes	Jacqui Avory Pre-school Manager	April 2021
February 2021	Reviewed – no changes	Jacqui Avory Pre-school Manager	February 2022
12 th February 2022	Reviewed – no changes	Jacqui Avory Pre-school Manager	February 2023
15 th February 2023	Reviewed – no changes	Jacqui Avory Pre-school Manager	February 2024
25 th April 2024	Reviewed – no changes	Jacqui Avory Pre-school Manager	April 2025

12th April 2025	Reviewed – start and finish times amended.	Sera Hagger Pre-school Administrator	April 2026
April 2026	Reviewed – no changes	Sera Hagger Pre-school Administrator	April 2027