



## **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*

- For employers: We ensure all employed practitioners 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.
- For groups: 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, if different from opening & closing.
- The arrival and departure times of adults – volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- Our practitioners check the identity of any person who is not known before they enter the premises.
- We keep the entrance door locked all times.
- We request the personal possessions of staff and volunteers are in the kitchen a lockable unit is available.
- Minimal petty cash is kept on the premises.

Policy reviewed and updated on 6/11/24

Signed on behalf of Bagshot Pre-school Susan Michel

Role within the Pre-school Manager