

## Maintaining children's safety and security on premises

### **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.

#### **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/me].

#### **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 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. These are completed three times a day, with a in depth risk assessment completed at the beginning of each week.

##### *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 gated systems prevent unauthorised access to our premises.
- Our gated systems prevent children from leaving our premises unnoticed.
- We only allow access to visitors with prior appointments.
- 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. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.
- We have installed entry phones and CCTV cameras in the entire premises.
- The personal possessions of staff and volunteers are securely stored during sessions.

- Minimal petty cash is kept on the premises.

This policy was adopted by	Bosco Nursery	<i>(name of provider)</i>
On	14/01/2020	<i>(date)</i>
Date to be reviewed	14/01/2021	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Leigh Tucker	
Role of signatory (e.g. chair, director or owner)	Nursery Manager	

#### Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)