

Maintaining Children’s Safety and Security on Premises Policy



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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners		

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- 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 (see below).
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of visitors are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers, including mobile phones are securely stored in the office during sessions.
- When staff leave the building, the alarm is set and both the door to the outdoor area and the main entrance door are locked.

Procedures for the safe arrival and departure of children

- At the start of the session, staff are allocated to specific areas in order to monitor the safe arrival of the children.
- Entrance to Pre-school is through the main entrance door only. At the start of the session, the gates and door to the outdoor area are locked. One fully trained member of staff is stationed at the main door to greet children and their parents/carers. The children are monitored to ensure their safe entry into Pre-school via the inner door. This is to ensure all children are accounted for and recorded on a checklist.
- A member of staff completes the register and records the entry time of the children. A head count is carried out at the end of registration, in case of emergency.
- Once the headcount has been undertaken and all children have been welcomed into Pre-school, the inner door is locked. The door to the outdoor area may then be opened if appropriate. The gates to the outdoor area remain locked throughout the session.
- At the end of the session:
 - ✂ A member of staff is stationed at the inner door to hand over children to their parent/authorised carer.
 - ✂ A member of staff is stationed at the main door to ensure the safe departure of each child.
 - ✂ A member of staff remains at the gate to the road until all children and their parents/authorised carers have left the premises safely.
 - ✂ The departure of the children is recorded in the register.

Adoption of policy

This policy was adopted at a meeting of _____ name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the Committee _____

Name of signatory _____

Role of signatory (e.g. Chair) _____

[Policy 1.9]