



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

8.2 Maintaining children's safety and security on premises

Policy statement

Pirton pre-school 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.
- If adults are required to supervise children on their own it is always within ear or eye shot of another member of staff.
- 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;
 - Upon arrival a member of staff is situated on at the main entrance to welcome parents and children and be point of contact for any messages.
 - The play room door remains open for arrivals but is monitored by another member of staff completing the register and recording the initial headcount.
 - Once the majority of children have arrived the play room door is shut.

- The register is then taken again at register time to ensure all arrivals have been recorded accurately.
 - Upon collection, parents are asked to wait outside the building until a member of staff opens the main door. The member of staff then take each child to their parent/carer.
 - If the collecting adult is not recognised by the staff member, they will be asked for the password.
 - All parents are required to inform the pre school of any change to their child's collection by telephone, email or recording it in the 'collection of children' sheet in the foyer.
 - Parents are required to complete a section on the registration form listing those who are authorised to collect their child.
- The arrival and departure times of adults – staff, volunteers and visitors - are recorded.
 - We have a lockable front door which can be locked should the need arise to ensure the children's safety i.e lock down.
 - The door to the play room is security coded. Only staff have access to the code needed to gain access.
 - To leave the play room a green button needs to be pressed which is out of reach of children
 - We only allow access to visitors with prior appointments. All visitors have to sign in and out and wear a visitors badge.
 - Our staff check the identity of any person who is not known before they enter the premises.
 - The personal possessions of staff and volunteers are securely stored during sessions in the office or cleaners cupboard.
 - Minimal petty cash is kept on the premises.

This policy was adopted at a meeting of Pirton Pre-School Committee.	
Held on (date)	
Signed on behalf of the Management Committee/Proprietor	
Role of signatory (e.g. chairperson etc.)	