

## 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.
- 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 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.
- Our 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 and gates are kept locked shut at all times where they may lead to a public or unsupervised area.
- Only our staff may answer and open the front door.
- Staff must not take children with them to open the front door.
- 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	<u>Lostock Tiny Tots Pre-School</u>	<i>(name of provider)</i>
On	<u>17/03/20</u>	<i>(date)</i>
Date to be reviewed	<u>17/03/21</u>	<i>(date)</i>

Signed on behalf of the provider

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Sally Thomas

Name of signatory

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Sally Thomas

Role of signatory (e.g. chair, director or owner)

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Chairperson

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