



Maintaining children's safety and security on premises

Policy statement

Nailsworth Playgroup maintains 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.
- Staff will only allow a child to be collected by an authorised adult. These are the adults that are named on the child's registration form. Parents/carers must inform staff daily if another authorised adult is collecting the child.
- 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.

- All visitors are signed in and given a bright green visitors badge to wear for the duration of the visit.
- DBS checked visitors such as committee members have their own White badge with their DBS number on
- Front doors are locked at all times to prevent any unauthorised entry/any children leaving the premises unknowingly. Back doors are kept locked at all times where they may lead to a public or unsupervised area.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

Related Forms/Policies

- Fire safety and emergency evacuation
- Risk assessment Policy
- Child's Registration Form

Further information

- Dynamic Risk Management (Pre-school Learning Alliance 2017)