

## Maintaining children’s safety and security on premises



### Policy statement

At Rudgwick Pre-school 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

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

<b>Playing and Exploring Engagement</b>	<b>Active Learning Motivation</b>	<b>Creating and Thinking Critically - Thinking</b>
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### 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 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 three adults are present.
- We carry out risk assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.

#### *Security*

- Procedures are in place for the safe arrival and departure of children.
- Arrivals and departures of the children are recorded in the register along with any variation in normal times.

- Arrival and departure times of staff and volunteers are recorded in the register along with any variation in normal times.
- All visitor's arrival, departure times and reason for visit are recorded in the visitors book.
- Our systems ensure only those authorised to collect children do so. if any other person is to collect, authorisation must be given to staff prior to collection. If in any doubt staff to clarify with parent/carer prior to child leaving the setting.
- Our systems prevent unauthorised access to our premises.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep front doors locked and gates shut and bolted at all times.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are safely stored during sessions.
- Minimal petty cash is kept on the premises.

This policy was adopted at a meeting of	Rudgwick Pre-school
Held on	<hr/> 23 <sup>rd</sup> March 2023
Date to be reviewed	<hr/> 23 <sup>rd</sup> March 2025
Signed on behalf of the management committee	<hr/> <i>William Baldwin</i>
Name of signatory	<hr/> William Baldwin
Role of signatory	<hr/> Chairperson

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

- Managing Risk (2009)