

## **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.

**Adopted 23.11.2020**

## **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, if outside normal times.
- The arrival and departure times of adults – staff, volunteers and visitors - are recorded.
- Our systems prevent children from leaving our premises unnoticed.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep gate closed and bolted at all times.
- We keep the front door locked unless children are playing outside.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

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

- Managing Risk (2009)

This policy was adopted by \_\_\_\_\_ *(name of provider)*  
 On \_\_\_\_\_ *(date)*  
 Date to be reviewed \_\_\_\_\_ *(date)*  
 Signed on behalf of the provider \_\_\_\_\_  
 Name of signatory \_\_\_\_\_  
 Role of signatory (e.g. chair, director or owner) \_\_\_\_\_

<b>STAFF ADOPTION OF POLICY</b>
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I have read and understood the enclosed policy

<u>NAME:</u>	<u>SIGNATURE:</u>	<u>DATE SIGNED:</u>
Jackie Overton	_____	_____
Alison Rodger	_____	_____
Karen Chapman	_____	_____
Michelle Scott	_____	_____
Lisa Hathaway	_____	_____

PSLA Version 1 – updated at Committee meeting 24<sup>th</sup> January 2018

- reviewed and no changes introduced on Committee Meeting 23<sup>rd</sup> January 2019
- Version 2 reviewed and approved at Committee Meeting 23<sup>rd</sup> November 2020