

# Pound Hill Pre-School Policy and Procedures

## 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 through the Disclosure and Barring Service and renewed every five years.
- All children are always supervised by adults.
- 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.
- The personal possessions of staff and volunteers are securely stored during sessions.

This policy was adopted by

K Platt

Role of signatory

\_\_\_\_\_  
Manager

Date

\_\_\_\_\_  
July 2021

Date to be reviewed

\_\_\_\_\_  
01/09/2022