



## 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 are kept locked shut 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.

This policy was adopted at a meeting of

Tansor Playgroup Committee

Held on

19<sup>th</sup> January 2010

Signed on behalf of Tansor Playgroup Committee

Faye Betts

Role of signatory

Jt Chair of Playgroup Committee

This policy was reviewed and updated on	1 <sup>st</sup> September 2012
Reviewed on behalf of Tansor Playgroup Committee	Adrian Smith
Role of reviewer	Chair of Playgroup Committee

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This policy was reviewed and updated on	21 <sup>st</sup> March 2017
Reviewed on behalf of Tansor Playgroup Committee	Sue Bradley
Role of reviewer	Co-Chair of Playgroup Committee

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

- Managing Risk (2009)