



**EYFS Statutory Requirements – page 27 section 3.54-3.55**

**EYFS Key Themes and Commitments**

<u>A Unique Child</u>	<u>Positive Relationships</u>	<u>Enabling Environments</u>	<u>Learning and Development</u>
1.3 Keeping safe 1.4 Health and Well-Being	2.3 Supporting learning	3.3 The learning environment	4.4 Areas of Learning and Development

**Policy statement**

At Warwick Community Playschool, 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. From January 2017, all staff will need to be enrolled onto the DBS Update 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. A member of staff stands at the main door of each room, monitoring who enters and leaves the premises. Staff will only let children leave the building if they have been called to go to a familiar adult that we know is collecting them.
- ☀ The times of the children's arrivals and departures are recorded on room registers.
- ☀ The arrival and departure times of adults are recorded.
- ☀ Staff ensure they know the identity of the adult collecting any child. We ask that parents inform us if someone is collecting their child that is different from the normal routine. We will ask for passwords from all carers, other than those that collect regularly and the team are aware of the collection pattern. Each room will have a collection form for parents to complete if someone other than themselves is collecting on that day. If it is someone

unknown to the setting, we put a password system in place and ask for a photo or clear description of the person collecting. If we have not been informed that someone other than the parent is collecting, then we will call the parents. If an unidentified person comes to collect and we have not been informed, we will contact the parents. The child will not be allowed to leave with any unidentified adult.

- ☀ Our systems prevent unauthorised access to our premises. We ensure that we are aware of any visitors due that day. We check the identity of visitors and ask them to sign in and out. Visitors will be accompanied as they move around the setting. Staff will not allow any person to enter the setting if they are unknown. The member of staff in charge will telephone any company that the person says that they are from to check the identity. If the person is claiming to be collecting a child, the main carer will be contacted. On entry to the setting, visitors will be provided with lanyards with their name on.
- ☀ Our systems prevent children from leaving our premises unnoticed. Our premises has a 2 metre high fence around the outside of the play area and a member of staff is always present when children have access to the outdoors.
- ☀ 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.
- ☀ In the event of an intruder, the police and school office will be contacted. The children will be moved to a safety point (the Butterfly Room or go into the School), moving to the front of the building and then into the school if required.
- ☀ The personal possessions of staff and volunteers are securely stored during sessions. This is either in the office or in staff lockers.
- ☀ Minimal petty cash is kept on the premises.
- ☀ The key holders are the management team, the cleaner and the site supervisor. At set is also kept in a locked box in the school office for the security system team.
- ☀ All of our team wear identity badges. Visitors must sign in and wear a visitors lanyard.
- ☀ We carry out a risk assessment on security on an annual basis.

This policy was adopted at a meeting of: Warwick Community Association

Reviewed on: May 2017

This policy will be reviewed annually in November.

This policy will be reviewed annually, with changes made as required. The manager of the setting will be responsible for maintaining this and sharing with the committee members of Warwick Community Association to be verified. This will be shown in the minutes of the meeting.