



PUDDLEDUCKS Nursery & Pre-School

MAINTAINING CHILDREN'S SAFETY AND SECURITY ON PREMISES POLICY

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
- 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 assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

- Systems are in place for 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 keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times where they lead to a public or unsupervised area
- We only allow access to visitors with prior appointments. Where unannounced visitors arrive they are always accompanied by a member of the senior management team.
- Our staff check the identity of any person who is not known before they enter the premises.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

This policy was reviewed April 2019. Date of next review March 2020.

