

General Welfare Requirement: Safeguarding and Promoting Children’s Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.



Safeguarding children

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.

7 Key features of effective practice

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf						

Procedures:

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosures and Barring Service. The manager uses Capita Recruitment Vetting Service for all DBS checks.
- We ensure that all Directors have DBS checks and are Ofsted EY2 compliant.
- All children are supervised by adults at all times. Children are always within sight or hearing of adults.
- Whenever children are on the premises at least two adults are present.
- We carry out termly 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 front door is only open at pre-determined dropping off and picking up times and at that time is manned by a designated member of staff. We have a fence with gates at the front of the building as an additional barrier.
- The times of the children's arrivals and departures are recorded. If anyone unfamiliar to staff is picking up a child there must be a pre-arranged password agreed with the child's parent/carer in order for staff to identify the adult. If the adult does not know the password, then the parent/carer will be contacted to verify that we have their permission to hand over their child.
- The arrival and departure times of adults - staff, students, 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 – bags and mobile phones are kept in the office.

- We ensure that the external gate from the decked area is secured at all times.

This Policy was reviewed by	Sandra Cawsey - Bursar
Adopted by	Rotherfield Pre-School Staff and Directors
Date	May 2021
Review Date	May 2023

Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
May 2021	None required	Sandra Cawsey	Rotherfield Pre-School Staff & Directors