

## **Child Safety Policy**

### **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.
- 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.
- Children's arrivals and departures are recorded on the register
- The arrival and departure times of adults – staff, volunteers and visitors - are recorded using the staff signing in book and visitors' book.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We only allow access to known visitors or those with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep doors locked shut at all times where they may lead to a public area.
- The personal possessions of staff and volunteers are their own responsibility. Facilities for secure storage of these are available to staff during sessions.
- Minimal petty cash is kept on the premises.

##### ***Procedures***

- A member of staff is allocated to the entrance to take the register before each session and must remain in the entrance until all parents have left and the door is locked.
- Once the child has been handed over to staff, they are discouraged from returning to the entrance hallway unless accompanied by a staff member.

- Where children are encouraged to access the toilets independently, these should be checked regularly. Staff should use their judgement on the groups of children that are accessing the toilets at the same time.
- All visitors are required to sign in and where appropriate should be asked for ID before being allowed into the building while children are present.
- Staff, volunteers, students and visitors should not have access to mobile or any other camera/ recording devices other than pre-school tablets, cameras or mobile phones when in teaching areas or other areas where children are present. Staff are permitted to use their phone on breaks/ lunches while they are not with the children. If staff request a safe/ secure place to put personal items, this should be provided by the manager.

This policy was adopted by St Andrew's Preschool (name of provider)

On 23<sup>rd</sup> November 2022 (date)

Date to be reviewed 31<sup>st</sup> October 2023 (date)

Signed on behalf of the provider

Name of signatory Linda Bowker

Role of signatory Chair of Management Committee

Staff Name	Signature

- Dynamic Risk Management (Pre-school Learning Alliance 2017)