



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Maintaining Children's Safety and Security on Premises

Policy Statement

We are committed to maintaining the highest standards of safeguarding, safety, and security to ensure that every child is protected, cared for, and supported within a safe environment.

This policy is aligned with the **Early Years Foundation Stage (EYFS) statutory framework**, safeguarding and welfare requirements, and relevant legislation including safeguarding guidance and data protection regulations. We take a proactive approach to identifying and minimising risks, ensuring robust procedures are in place to safeguard children, staff, and visitors at all times.

Procedures

Children's Personal Safety

- All staff, students, and volunteers undergo **safer recruitment procedures**, including enhanced DBS checks, identity verification, and references in line with safeguarding requirements.
- Children are **always adequately supervised**, with staffing ratios meeting or exceeding EYFS requirements. Children are never left unattended.
- Where appropriate, two or more staff are present, and **lone working is risk assessed and managed safely**.
- Children are always within **sight and/or hearing of a suitable adult**, including during mealtimes, rest periods, and toileting (with dignity retained).
- CCTV may be used where appropriate for safeguarding and security purposes and is operated in line with GDPR; **it does not replace active supervision**.
- Comprehensive **risk assessments** are carried out regularly and reviewed following any incident or environmental change.
- A robust **attendance monitoring system** is used to track children's attendance patterns and identify safeguarding concerns promptly.
- All staff receive **regular safeguarding training**, including updates in line with current statutory guidance.
- At least one staff member with a **valid Paediatric First Aid (PFA) certificate** is present at all times when children are on the premises or outings.
- Strict **food hygiene, allergy management, and choking prevention procedures** are implemented.
- **Intimate care and toileting procedures** are followed in a way that promotes children's dignity, privacy, and safeguarding.

Security of Premises

- Secure procedures are in place for **arrival and collection**, including verification of authorised adults.
- All staff, visitors, and contractors must **sign in and out**, with records retained.
- Visitors are only admitted **by prior arrangement or controlled entry** and are supervised at all times.
- A **visitor identification system** is used (e.g. badges/lanyards).
- Entry points are secured; **doors and gates are locked or access-controlled** to prevent unauthorised entry.
- Outdoor areas are secured and supervised when in use.
- Regular **emergency drills** (including fire evacuation and lockdown procedures) are carried out and recorded.
- A clear **whistleblowing policy** is in place to enable staff to raise concerns safely and confidentially.
- Staff personal belongings are stored securely and are not accessible to children.
- Financial and site security risks are minimised (e.g. limited cash held on site).
- Clear procedures are in place for **late collection, uncollected children, and attempted unauthorised collection**, including escalation to safeguarding agencies where necessary.

Safeguarding and Data Protection

- All safeguarding concerns are reported **immediately to the Designated Safeguarding Lead (DSL)**, with clear escalation procedures in place.
- Staff are trained to recognise **signs of abuse, neglect, exploitation, and wider safeguarding risks**, and understand their duty to report concerns.
- Accurate and confidential **records of safeguarding concerns** are maintained securely.
- All data, including CCTV footage and sign-in records, is handled in accordance with **UK GDPR and Data Protection legislation**.
- Access to sensitive information is **restricted to authorised individuals only**, and systems are secure.

Monitoring and Review

- This policy is **reviewed at least annually**, or sooner in response to:
 - Changes in legislation or EYFS guidance
 - Ofsted feedback or inspection outcomes
 - Significant safeguarding incidents or concerns
- The leadership team, including the DSL, is responsible for ensuring the policy is **implemented, monitored, and understood by all staff**.

This policy was adopted by

The Butterfly Rooms Ltd

On

10th June 2026

Date to be reviewed

10th June 2027

Signed on behalf of the Management
committee

A.Thompson

Name of signatory

Miss Aimee Thompson