



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 security and safeguarding to ensure that every child is cared for in a safe and protected environment. This policy outlines our procedures to prevent risk, ensure compliance with the 2025 Early Years Foundation Stage (EYFS) regulations, and safeguard children's welfare at all times.

Procedures

Children's Personal Safety

- All employed staff undergo enhanced vetting, including criminal record checks and referencing.
- Adults never supervise children alone—at least two staff members are present at all times.
- Children are supervised during mealtimes within sight and hearing of an adult.
- CCTV cameras are installed in all children-accessible areas to ensure proper safeguarding and incident management.
- We conduct regular risk assessments to prevent hazards and ensure children's safety in all areas.
- A child attendance monitoring system is in place to track absences, flag concerns, and prevent safeguarding risks.
- Staff receive annual safeguarding training aligned with updated government guidelines.
- All required staff hold valid Paediatric First Aid (PFA) certificates in accordance with EYFS 2025.
- We enforce strict food safety protocols, including allergy awareness and choking prevention measures.
- Policies on privacy and toileting are updated to reflect best practices, ensuring children's dignity and safety.

Security

- Arrival and departure systems are strictly monitored, ensuring children's movements are recorded.
- All adults, including staff, volunteers, and visitors, must sign in upon arrival and departure.
- Access to the premises is restricted to authorized visitors with pre-scheduled appointments.
- Digital visitor sign-in systems ensure identity verification before entry.
- Front doors remain locked at all times, with secure gates used when outdoor spaces are occupied.
- Emergency preparedness drills (fire safety, lockdowns) are conducted quarterly to ensure readiness.
- A whistleblowing policy is in place, allowing staff to confidentially report concerns.
- Staff personal belongings are securely stored in designated lockers during working hours.
- Minimal petty cash is kept on-site to reduce security risks.
- Visitor badges are issued to all guests for identification during their stay.

- Child collection protocols are in place to manage uncollected children or unauthorized pickup attempts.

Safeguarding and Data Protection

- Safeguarding concerns are escalated to the Designated Safeguarding Lead (DSL) immediately.
- Staff are trained to recognize and report signs of abuse or neglect.
- All digital systems, including CCTV and sign-in data, are managed in compliance with GDPR.
- Data is securely stored and access is restricted to authorized personnel only.

Policy Review

This policy is reviewed annually or following any significant incident or regulatory update to ensure continued compliance with EYFS and statutory guidance.

This policy was adopted by

The Butterfly Rooms Ltd

On

7th July 2025

Date to be reviewed

7th July 2026

Signed on behalf of the Management
committee



Name of signatory

Miss Aimee Thompson

THE
BUTTERFLY
ROOMS