

**Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

**ST ALBAN'S PRE SCHOOL**

**8.2 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.
- Adults do not normally supervise children on their own.
- 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.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- All visitors must pass through the secure reception in the school. On arrival at the Pre School all visitors must sign the visitor's book located in the Pre School Office.
- Our Staff check the identity of any person who is not known before they enter the premises.
- We keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times.
- The personal possessions of staff volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

This policy was adopted by	St Albans Pre School	<i>(name of provider)</i>
On	<hr/> 23 June 2022	<i>(date)</i>
Date to be reviewed	<hr/> 23 June 2023	<i>(date)</i>
Signed on behalf of the provider	<hr/> <i>Elaine Mercer</i>	
Name of signatory	<hr/> Elaine Mercer	
Role of signatory (e.g. chair, director or owner)	<hr/> Head of Pre School	
	<hr/>	