

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 rd June 2020	<i>(date)</i>
Date to be reviewed	<hr/> 23 rd June 2021	<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	
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