

10. Maintaining children's safety and security on premises

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 and have a full DBS
- 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/keeping in line with ratios
- We carry out risk assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- A password system is in place if another person is to collect the child.
- Children on medication have a medical care plan when needed.

Security

- Systems are in place for the safe arrival and departure of children.
- There is a signing in book for all visitors
- Children are counted and numbers are put into the register that day
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

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Signed:

Stacey Humphrey (Preschool Manager)