



Stanmore Baptist Preschool

8 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.

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.
- Staff are aware of where the children are at any given time. The Kangaroos are encouraged to go to the toilet and get their coats independently but at least one member of staff will always be aware of where they are.
- 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.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults – staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- Our staff check the identity of any person who is not known before they enter the premises. Visitors with an appointment will be asked to show some form of identity. Other professionals will show their ID cards and parents viewing Preschool will be asked for their driving licence or passport. We will take a photo of this on the iPad, they will also be asked for their email address for any future contact.
- We keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.

- The personal possessions of staff and volunteers are safely stored during sessions.
- Any petty cash is kept secure in a locker.

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