Safety and suitability of premises, environment and equipment

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 and the voluntary management committee 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 a daily risk assessment 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.
▪ We only allow access to visitors with prior appointments.
▪ 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 and volunteers are securely stored during sessions.

This revised policy was adopted at a meeting of Parkgate Pre-school name of setting
Held on 14 May 2018 (date)
Effective from 14 May 2018 (date)
Date to be reviewed 14 May 2019 (date)
Signed on behalf of the management committee C Hallam
Name of signatory Cassie Hallam
Role of signatory (e.g. chair/owner) Chair

Other useful Pre-school Learning Alliance publications
▪ Managing Risk (2009)

Change control log

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Effective Date</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>01-Mar-2012</td>
<td>▪ Initial document release</td>
</tr>
<tr>
<td>2.0</td>
<td>13-Dec-2012</td>
<td>▪ Document renumbered in line with revised EYFS (2012). Reference to EYFS key themes and commitments removed.</td>
</tr>
<tr>
<td>3.0</td>
<td>04 Dec 2013</td>
<td>▪ Policy Reviewed</td>
</tr>
<tr>
<td>4.0</td>
<td>03 Jan 2015</td>
<td>▪ Policy Reviewed</td>
</tr>
</tbody>
</table>
| 5.0            | 12 Jan 2016      | ▪ Policy Reviewed
▪ Updates to Children’s Personal Safety – CRB is now DBS
▪ Updates to Security regarding visitors and doors/gates. |
| 6.0            | 12 Jan 2017      | ▪ Policy Reviewed                                                      |
| 7.0            | 14 May 2018      | ▪ Policy Reviewed                                                      |