

Maintaining children's safety and security on the 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.
- All children are supervised by staff at all times.
- Whenever children are on the premises at least two adults are present in the building.
- We carry out risk assessments daily 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 also prevent children and other in the building from leaving the premises unnoticed
- We only allow access to visitors with prior appointments, however potential new parents are able to look round the nursery with a member of staff and after signing into the nursery
- Our staff check the identity of any person who is not known before they enter the premises
- We have an entry window from the main office to the reception area to acknowledge visitors
- The personal possessions of staff and volunteers are securely stored during sessions
- Minimal petty cash is kept on the premises

This policy was adopted by

*(name of
provider)*

On

_____ *(date)*

Date to be reviewed

_____ *(date)*

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or
owner)
