



## **Panda Playgroup, Sticky Mitts and Tiny Tots**

WI Hall, Station Road, Copmanthorpe, YO23 3SX

Member of the Pre-School Learning Alliance

Registered charity number 1035584

Ofsted number 321619

## **Safeguarding children**

### **Maintaining children's safety and security on premises**

#### **Policy statement**

We at Panda Playgroup 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 by an enhanced disclosure from the Criminal Records Bureau.
- 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 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.
- The personal possessions of staff and volunteers are stored in the kitchen during sessions.



This policy was adopted at a meeting of Panda Playgroup held on:  
Date to be reviewed:

Signed on behalf of the management committee:  
Name and role of signatory:

Signed on behalf of the staff team:  
Name and role of signatory:

