

Safeguarding and Welfare Requirement: 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

East Leake Pre-School Playgroup maintains 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.
- 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.
- Playgroup carries out risk assessments to ensure children are not made vulnerable within any part of the premises, nor by any activity.

Security

- Systems are in place for the safe arrival and departure of children.
- A register is kept detailing which children and staff are on the premises. The number of children on the premises is also clearly displayed on the wall in the main playgroup room.
- The arrival and departure times of visitors is recorded in the visitor's book.
- 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.
- We keep front doors and gates locked shut at all times. The back gate is locked shut at all times, except at drop off and pick up times.
- We have installed a door bell to Activity Room 2 and visitors can be seen before the door is unlocked.
- 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	East Leake Pre-School Playgroup			<i>(name of provider)</i>
On	16/01/2018			<i>(date)</i>
Date to be reviewed	January 2019			<i>(date)</i>
Signed on behalf of the provider				
Name of signatory	Sara Last	Debbie Porter	Tamsin Wisher	
Role of signatory (e.g. chair, director or owner)	Manager	Co – Chair	Co – Chair	

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)