



5.2 Maintaining Children's Safety and Security

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.
- 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.
- We only allow access to visitors with prior appointments.
- 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. 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.
- Minimal petty cash is kept on the premises.

Outdoor Play

Opportunities for outside activities are scheduled into the daily plan.

- The same adult/child ratios apply
- The ratios will be increased if a higher need is required
- Daily outdoor risk assessment is carried out
- When it allows, we ensure equipment is dry for use
- Children will wear appropriate clothing
- The supervisor will have a phone and whistle
- All exits within Doveridge Playing Fields are carefully avoided

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)

This policy was adopted by	St. Cuthbert's Pre-School Play Group
On	<i>31st May 2018</i>
Date to be reviewed	<i>31st May 2020</i>
Signed on behalf of the provider	
Name of signatory	Mrs Rachel Sidwell - Mrs Selina Edwards
Role of signatory (e.g. chair, director or owner)	Manager - Chair