

## **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**

Hanborough Pre-School maintain the highest possible security of Hanborough Pre-School premises to ensure that each child is safely cared for during their time with [us/me].

### **Procedures**

#### *Children's personal safety*

- Hanborough Pre-School 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
- Hanborough Pre-School carry out risk assessments to ensure children are not made vulnerable within any part of Hanborough Pre-School 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.
- Hanborough Pre-School systems prevent unauthorised access to our premises.
- Hanborough Pre-School systems prevent children from leaving our premises unnoticed.
- Hanborough Pre-School only allow access to visitors with prior appointments.
- Hanborough Pre-School check the identity of any person who is not known before they enter the premises.
- Hanborough Pre-School 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.
- Hanborough Pre-School have installed entry phones and 'spy holes' in the main door at a suitable height.
- The personal possessions of [staff and] volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.