

## **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.

## **MAINTAINING CHILDREN'S SAFETY AND SECURITY ON PREMISES POLICY (August 2020)**

### **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.
- 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.
- Due to the outdoor nature of our setting, we aim to have a minimum of 3 adults present whenever children are in our care. The third member is available to be called upon when needed, especially at drop off and pick up times, and to support if there is a medical or toileting accident.
- We carry out risk assessments to ensure children are not put at unreasonable risk 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 - 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, and their details are recorded in our visitor's book.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep the entry gate to the road locked shut at all times, except when the children are arriving and leaving, when a member of staff will be present at the gate.
- The gate from the preschool outdoor area to the school field is bolted, with the bolt being out of reach of the preschool children.
- The doors to both the yurt and the toilets are kept shut unless those indoor areas are being supervised by a member of staff.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.