

Maintaining children's safety and security on premises

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.

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/me].

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 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 assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity. These are completed three times a day, with a in depth risk assessment completed at the beginning of each week.

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 gated systems prevent unauthorised access to our premises.
- Our gated systems prevent children from leaving our premises unnoticed.
- We only allow access to visitors with prior appointments.
- 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.
- We have installed entry phones and CCTV cameras in the entire premises.
- 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	Bosco Nursery	<i>(name of provider)</i>
On	14/01/2023	<i>(date)</i>
Date to be reviewed	14/01/2024	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Leigh Tucker	
Role of signatory (e.g. chair, director or owner)	Nursery Manager	