

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.

Maintaining children's safety and security on 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.

Procedures

Children's personal safety

- For employers: 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.
- For groups: 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, all doors are locked therefore children are unable to leave.
- 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 and if a child is being collect by a person we have not met then photo ID and a password is required.
- 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 securely stored during sessions.
- Minimal petty cash is kept on the premises.

Owner(S) name	Tarra Pitman and Carla Wilson
Owner(S) signature	
Date policy was rewritten	September 2018
Date policy is to be reviewed	September 2019