

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 at St Clements

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. Our Safeguarding and Child Protection policies are paramount. Any potential threat on the settings security or safety may result in the need for an emergency evacuation procedure being implemented (see separate policy).

EYFS themes and principles underpinning policy and practice. (= Learning and Development)

A Unique Child (UC)	Positive Relationships (PR)	Enabling Environments (EE)
Every child is a unique child who is constantly learning & can be resilient, capable, confident & self-assured	Children learn to be strong and independent through positive relationships.	Children learn & develop in enabling environments, in which their experiences respond to their individual needs & there is a strong partnership between setting & parents

Procedures

Children's personal safety

- We ensure all employed staff has 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.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor through any activity either internally or externally.

Security

- Systems are in place for the safe arrival and departure of children.
- "Door Duty" and security whilst the door is open is viewed as paramount, it is a responsibility and therefore accountable. Therefore, only approved, qualified team members will open the door using the checklist given.
- The times of the children's arrivals and departures are recorded by both the parents and setting.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises. If in doubt, we keep them out!

- Our team will check the identity of any person who is not known before they enter the premises during session times by following the security checklist on the front door. If unknown or any doubt a senior leader will be called whilst the person remains outside or secured door.
- Our systems prevent children from leaving our premises unnoticed.
- We keep front doors and gates locked at all times where they may lead to a public or unsupervised area. On departure children will be supervised until an authorised adult is present to collect them.
- The late parent policy and uncollected child policy will be used for any child not collected at the specified time.
- During opening and closing times staff will challenge any unknown person arriving at the premises.
- A member of staff will monitor the door at opening and closing times to ensure no child leaves without an authorised adult. Unfamiliar persons will be checked against registration or security measure form.
- Authorised visitors will be given a safeguarding statement to read outlining key points they must adhere to to safeguard themselves and the children at St Clements.
- We keep front doors and gates locked 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.
- Any potential threat on the settings security or safety may result the need for an emergency evacuation procedure (see policy) being implemented.
- Every team member is aware of our “secure phrase” to alert leaders but not to unsettle the children.
- The nursery site has an emergency alarm direct to services.
- Minimal petty cash is kept on the premises.

This policy was adopted at a team toolbox talk of

St Clements

Held on

Autumn term 2019

Date to be reviewed

Autumn term 2020

Signed on behalf of the provider

Name of signatory

Elaine King and Rachael Hills

Role of signatory (e.g. chair, director or owner)

Owners/managers

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)