



Maintaining children's safety and security on the premises Policy

Policy statement

Pre-school maintains 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 are checked for criminal records via an enhanced disclosure through the Disclosure and Barring Service (DBS).
- 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.

Security

- Systems are in place for the safe arrival and departure of children.
- Registration and head count is taken at the beginning of each session – morning, lunchtime and afternoon.
- A register of each child leaving at the end of the afternoon session is kept.
- Our systems prevent unauthorised access to our pre-school.
- Late arrivals and early departure of children, staff, volunteers and visitors are recorded.
- If someone other than the regular parent or carer is collecting a child the staff must be informed, if there is any doubt a telephone call will be made to the parent/carer to clarify this and formal identification may be asked for.
- Our systems prevent children from leaving unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

This Policy was adopted at a meeting of the pre-school held on 23rd August 2024

Signed on behalf of the pre-school: Rebecca Horseman (Manager)

Date to be reviewed: 23rd August 2025