

**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*

## We ensure all employed staff have been checked for criminal records via an enhanced disclosure and barring service check.

## 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.

## *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.
* The door has a high handle to prevent opening by children
* The door is always locked when children are present in the room unless the garden is being accessed
* The door to the Village Hall is bolted at all times
* The building is securely locked when staff leave at the end of the day.
* Our systems prevent children from leaving our premises unnoticed.

-The gate bolt is checked at 9:15am when all children have completed their arrival to the setting. It is the room leader’s responsibility to complete this or delegate.

-The gate is bolted and chained as children depart or arrive throughout the days sessions. Whoever takes the child to their parent at the gate is responsible for ensuring this has happened.

-Before the children begin to get ready to go outside or this is announced the gate is checked to ensure that it is fully and correctly bolted.

- A separate member of staff rechecks as the children go into the garden.

* The personal possessions of staff and volunteers are securely stored in the office during sessions.

----------------------------------------------------------------------------------------------------------------------------------------------