



# Crestwood Pre-school

## **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.

### **Safety and Suitability of Premises, Environment and Equipment**

#### **8.2 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 by an enhanced disclosure from the Disclosure and Barring Service and that all staff are signed up to the update service.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- At least two adults are present whenever children are on the premises.
- We carry out risk assessment to ensure children's safety is not compromised anywhere in the Pre-school premises, or by any activity.

###### **Security**

- Systems are in place for the safe arrival and departure of children.
- The times of each child's arrival and departure is 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.
- Our staff check the identity of any person who is not known before they enter the premises.
- The personal possessions of staff and volunteers are securely stored during sessions.

##### **Other useful Pre-school Learning Alliance publications:**

- Managing Risk (2009)

**This policy was adopted at a meeting of Crestwood Pre-school Committee**

**Held on** \_\_\_\_\_ **Date to be reviewed** \_\_\_\_\_

**Signed on behalf of the management committee** \_\_\_\_\_

**Name of signatory** \_\_\_\_\_

**Role of signatory** \_\_\_\_\_