**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 Criminal Records Bureau.
* 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 by any activity.
* Staff, students, volunteers & committee members are required to sign a suitability declaration at each supervision.

## *Security*

* Systems are in place for the safe arrival and departure of children.
* A password system will be used where the adult collecting a child is not familiar to the staff.
* Parents/carers are required to inform staff of any changes to person collecting child/ren.
* Where there is any doubt about a person collecting a child, the child remains in the care of the preschool until confirmation has been sought from Parents.
* The times of the children's arrivals and departures are recorded.(only those that arrive late or leave early)
* The arrival and departure times of visitors - are recorded.(see visitors book)
* Our systems prevent unauthorised access to our premises.
* Our systems prevent children from leaving our premises unnoticed.
* The personal possessions of staff and volunteers are securely stored away from the playroom during sessions.
* Personal Mobile phones are stored in the kitchen in a basket. Personal mobile phones are not to be carried during working hours. Staff may give the setting’s telephone number as an emergency contact.
* Wearable technology can be worn but only used as a clock. All recording/camera functions must be disabled in setting.

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| This policy was adopted at a meeting of | NBU5s Preschool | name of setting |
| Held on | October 5th 2022 | (date) |
| Date to be reviewed | October 5th 2023 | (date) |
| Signed on behalf of the management committee | Marie Whiting |
| Name of signatory | Marie Whiting |
| Role of signatory (e.g. chair/owner) | Setting Lead |

**Other useful Pre-school Learning Alliance publications-** Managing Risk (2009)