



GREAT LINFORD VILLAGE PRE-SCHOOL

Memorial Hall, Marsh Drive, Great Linford, Milton Keynes

Registered Charity No. 1027557

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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.

8.2 Maintaining children's safety and security on premises

Policy statement

[We/I] maintain the highest possible security of [our/my] premises to ensure that each child is safely cared for during their time with [us/me].

Procedures

Children's personal safety

- [We/I] ensure all employed staff have 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/me] at all times.
- [For groups: Whenever children are on the premises at least two adults are present.]
- [We/I] carry out risk assessments to ensure children are not made vulnerable within any part of [our/my] 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/My] systems prevent unauthorised access to our premises.
- [Our/My] systems prevent children from leaving our premises unnoticed.
- [We/I] only allow access to visitors with prior appointments.
- [Our staff/I] check the identity of any person who is not known before they enter the premises.
- [We/I] keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.
- [We/I] have installed a gated glass door at the main door at a suitable height.
- The personal possessions of [staff and] volunteers are securely stored during sessions.

- Minimal petty cash is kept on the premises.

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

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

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)