

## General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

### Safeguarding children

#### 1.9 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.

##### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners		

##### 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.

###### *Security*

- One member of staff to stand at door at opening and closing times for the safe arrival and departure of children. Another member of staff to do register.
- The times of the children's arrivals and departures are recorded in a register at the beginning of each session. (morning, lunch club, afternoon for rising 3's and afternoon for rising school.)
- The arrival and departure times of visitors are recorded.

- We have an intercom system with camera to 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 in Cleaners cupboard during sessions.
- Unknown persons on site or ringing on the intercom are asked to identify themselves and reasons for being on site or at gate. Two staff to approach unknown person/s for safety reasons. If unknown person/s display aggressive behaviour, children are to be taken to safety, the police called and school office informed.
- Risk assessments of outside area carried out regularly. An outside check is made daily to ensure there are no breaches in the fences, no broken activities and that there has been no unauthorised access overnight.

This policy was adopted at a meeting of \_\_\_\_\_ name of setting

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

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

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

Role of signatory (e.g. chair/owner) \_\_\_\_\_

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

- Managing Risk (2009)