



# **Caterpillars Pre-School**

**Maintaining children's safety and security on premises**

**June 2019**

**Safeguarding and Welfare Requirement: Safety and Suitability of, Environment and Equipment.**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

## 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 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 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.
- 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.
- We 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.
- 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 Caterpillars Pre-School

In	November 2019
Date to be reviewed	June 2019
Signed on behalf of the management committee	
Name of signatory	Laura Smith
Role of signatory (e.g. chair/owner)	Chair of the Committee