

## **Safeguarding Children**

### **2.9 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 at the pre-school.

#### **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. \*See below
- We ensure all Committee Trustees have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service. \*See below
- 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.

\*Also required to register with the update service

##### **Security**

- Systems are in place for the safe arrival and departure of children as follows:
- The Pre-School main entrance door is opened at the start of the session and at the end of the session for parents/carers.
- The names and times of the children's arrivals and departures are recorded as they pass through the gate, marked on the register by a member of staff.
- The time of departure is marked on the register if a child leaves before the end of a session.
- A safety gate is fitted to the entrance door to the main pre-school room.
- The arrival and departure times of adults – staff and volunteers - are recorded on the register and the staff fire clipboard.

- The arrival and departure times of visitors are recorded in the Visitors Book in the reception area.
- Visitor's identity is checked and verified on arrival.
- Children are only released to persons named on the registration form or with written or verbal authorisation and password checked.
- The following procedures apply when children arrive or leave pre-school,
  - Register is taken on arrival to pre-school at 9am, when arriving after 9am the time is logged in the register and the child is marked IN
  - If a child is collected before 3pm or 12 noon on Fridays, the child is marked OUT and time is recorded.
  - No child will be allowed to leave with anyone, other than an Authorised Adult (An adult who has been given the password from a parent, the pre-school staff have also had verbal or written permission from the parent)
  - Where an unauthorised adult asks to take a child, the staff will firstly ask for Password and seek parental consent
  - The Registration form and Children's contact cards contain a list of all Adults Authorised to collect the children
  - Passwords and Authorised Adults are located on Children's Contact Cards
- Our systems prevent unauthorised access to our premises.
- The main door is locked during session times
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions, including mobile telephones of staff and volunteers are securely stored in the office during sessions. (See Acceptable use of Cameras and Mobile Phone Policy).

This policy was adopted at a meeting of

Our Lady of Lourdes Pre-School

Held on

\_\_\_\_\_ (date)

Date to be reviewed

\_\_\_\_\_ (date)

Signed on behalf of the management  
committee

\_\_\_\_\_

Name of signatory

\_\_\_\_\_

Role of signatory (e.g. chair/committee)

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