



## Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

### **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 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 the front door locked shut at all times. The door leading to the outside area is on a latch, which is out of children's reach, when no supervising adult is outside.
- Our entrance door allows us to see visitors before opening the door.
- 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:

on:

Date to be reviewed:

Signed on behalf of the provider:

Name of signatory:

Role of signatory (chair or secretary of the committee):