

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 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.
- All staff should make themselves aware of the whereabouts of other people to ensure children are not left unattended and that visitors are being supervised.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- A ratio of adult: children must be at least 1: 8 for 3-5 year olds and 1: 4 for under threes. If there is an emergency which threatens staff ratios, we will endeavour to find replacement cover by drawing on a pool of suitable staff or arranging additional committee/parent support. If we are unable to meet these ratios, parents/carers will be contacted as soon as possible and the session will be cancelled.

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.
- We only allow access to visitors with prior appointments. Our staff check the identity of any person who is not known before they enter the premises and escort them throughout their visit particularly if children are present. These visits are recorded in the Visitor's Book.

- 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. A padlock key should be carried at all times.
- The personal possessions of staff and volunteers are securely stored during sessions. Personal Mobile Phones should NEVER be used whilst children are present and MUST be stored in the annotated box on top of the kitchen cupboard during working hours.
- Minimal petty cash is kept on the premises.
- The premises are checked before locking up at the end of the day/session.

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)

Staff Supervision of Children at Outdoor Play

* The member of staff responsible for the completion of the daily register should ensure it is completed immediately the children enter.

* Once completed children should be counted to ensure that the register is accurate. The correct numeral should then be displayed on the wall next to the outdoor garden door. ALL STAFF should make themselves familiar with this number.

- * Regular head counts should take place throughout the session.
- * The two pre-school gates should be kept padlocked at all times while children are out at play.
- * Whenever possible two members of staff should be deployed to outdoor play.
- * Staff should be especially vigilant if children are playing on the grass / soft play area.
- * Staff should not leave children unsupervised on the grass/soft play area whilst popping inside, searching in shed, playing in play house etc. etc. Consider calling a second staff member to cover and/or securing play in shelter area only.
- * Staff should regularly look out for unknowns around the pre-school perimeter and further into the playing field area.
- * Staff should carry a padlock key and a whistle AT ALL TIMES.
- * When children come in from outside, the member of staff responsible for outdoor play should do a head count to ensure all children are accounted for and that no child/ren is/are left alone outside.
- * Regular 'Stranger Danger' talks should take place and children should participate in an 'Emergency Drill' each term.

In case of concern

Staff member should blow whistle - calling all children over, guiding and escorting them into the pre-school building.

A head count should take place to ensure ALL children are safely inside.

The pre-school doors should be locked.

The Police (999) should be called.

If a child is missing - staff should follow the procedures as outlined in Policy 1.5 Missing Child

Visitors

All visitors should be identified before admittance and details entered into the Visitors Book.

Visitors should be accompanied by a staff member and should not be left unsupervised with children.