



## Maintaining children's safety and security on premises

At Stretton Pre-school 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.
- All children are supervised by adults at all times.
- When there are children on the premises at least two members of staff are present
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- Our 'Lockdown' policy details the procedure and actions we take when circumstances dictate that the safety of the children and staff is better ensured inside current buildings, with doors and windows locked and blinds/curtains drawn.

#### *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

Stretton Pre-School

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On

2 October 2019

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Date to be reviewed

Annually

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Signed on behalf of the provider

Name of signatory

Role of signatory

Chair person

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