



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.
- 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.

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Security

- Systems are in place for the safe arrival and departure of children. Our gates are locked at 9.15am once all children are in and opened again at 12.00pm and 3.00pm.
- The times of the children's arrivals and departures are recorded. Parent/carers sign their child in and out on the register.
- The arrival and departure times of volunteers and visitors - are recorded. Our visitor book is situated in the reception area.
- Our systems prevent unauthorised access to our premises. We share gates with the primary school and so the gates to us and the school are locked each day. Visitors are permitted on the premises by appointment only with ID being shown first.
- Our systems prevent children from leaving our premises unnoticed. Doors are locked and can be open with a release button. Gates are all padlocked. High fence/gates surround us.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

Sun exposure

It is our duty to keep your child safe, and part of this is through the summer months in warm/hot weather. We need to work together to keep them safe in sun. Please follow our policy/procedure below.

- Pre-school DOES NOT provide sun cream
- Parents /carer supplies hypoallergenic sun cream (high UV factor).
- The cream must be in date
- Must be labelled
- Sun cream must be applied before coming to the setting on warm/hot days
- Staff will reapply again when necessary and after lunch
- Children will have a certain amount of time outside in direct sun
- Children without a hat or sun cream will only be allowed to be under the canopy
- Parent/carer must supply a sun hat (labelled)
- No sharing of sun cream
- Shoulders should be covered

Further information

- Dynamic Risk Management (Pre-school Learning Alliance 2017)

I have read & understood the maintaining children’s safety whilst on the premises policy adapted by Ullesthorpe Pre-School and understand that Safeguarding is the responsibility of all staff & committee members.

This policy was adopted by: Ullesthorpe Pre-school			
On	5 th May 2021	Date to be reviewed:	April 2022
Signed on behalf of the provider		Name of signatory	
Role of signatory (e.g., chair/director)			
Designation	Name	Signature	Date
Manager			
Deputy Manager			
Nursery Nurse			

Maintaining children's safety whilst on the premises 2021

Nursery Nurse			
Secretary			
Treasurer			
Member			
Member			
Member			