

**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.

Blackberry Lane Pre-School & Nursery

**Maintaining Children’s Safety and Security on Premises 2019-2020**

**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, students, 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 guards locked shut at all time. 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	Blackberry Lane Pre-School & Nursery	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	October 2020	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	Mrs D Gibson	Mrs R Glasbey
Role of signatory (e.g. chair, director or owner)	Manager	Director