



**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.

## Maintaining Children's Safety and Security on Premises 2020-2021

### 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	
On	18 <sup>th</sup> January 2021	
Date to be reviewed	January 2022	
Signed on behalf of the provider		DocuSigned by: Victoria Stone
Name of signatory	Mrs D Gibson	Mrs V Stone 020284E7C8B03A6
Role of signatory (e.g. chair, director or owner)	Manager	Director