



# **MAINTAINING SAFETY & SECURITY ON THE PREMISES POLICY**

## **Statement of intent**

At Impstone & Cherry Trees Preschools we believe that children flourish best when they feel safe and secure in their environment.

## **Aim**

To maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

We aim to provide a safe and secure environment for children, adults and resources within the preschool, without overly restricting preschool life.

## **Methods**

### ***Arrival & Departure***

- We aim to ensure that children arrive and depart in a safe manner and only with parents/carers who are known to or identified to staff members and who are able to care for the child responsibly.
- We have procedures in place for arrivals and departures to which all staff are aware and adhere to.
- All parents/carers are also advised of these procedures upon their child's registration with us.
- A staff member is at the door at all times during arrival/departure times and the door is kept locked to ensure a child does not leave unaccompanied.
- Persons collecting children must be over 16 years of age, known by the staff and/or identified by regular carers /parents as having permission to collect the child or able to use the identified password needed to confirm they have permission to collect.
- Staff will not release children to unidentified adults, those identified as not being allowed access to the child or any person who may be under the influence of alcohol or any other substance that may impair their ability to care for that child. In this situation the emergency contact numbers will be used to contact an alternative adult.
- Times of children's arrivals/departures, as well as the person who dropped off/picked up are recorded in the register daily.
- Times of staff and other adult's arrivals/departures are also recorded in the register or visitors log.
- Our systems/procedures prevent unauthorised access to the setting.
- Our systems/procedures prevent children from leaving the setting unnoticed/unaccompanied.

### ***Visitors***

- Staff will allow visitors to enter the setting only after they have been identified.
- They are required to sign in to the Visitors Log and read, understand and adhere to our "Safeguarding procedure for Visitors"

### ***Children's personal safety***

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure through the Disclosure and Barring Service (DBS).
- Every staff and committee member will also hold an annual service update renewal to allow the manager or committee to check their DBS at any time.
- 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.

### ***General Safety & Security***

- Personal possessions of staff, volunteers and visitors are securely stored during sessions.
- Daily Risk Assessments are carried out on the premises.
- All equipment is safely secured at night.
- Outside areas are securely locked up.
- Personal Information of children and adults linked to the setting are stored in locked cabinets.

### ***Emergency Closure***

- An emergency is an event which threatens to disrupt the normal running of the Preschools.
- This includes fire, burglary, accidents, infectious diseases and adverse weather. This list is not exhaustive.
- Emergencies may happen inside the preschool or outside, during session times or outside hours.
- The key to coping with an emergency is good planning and preparedness.
- We have procedures detailing the steps to be taken in case of emergency to ensure good communication and orderly conduct, so that the welfare of children, staff and other individuals is maintained.
- In a real emergency, it may be necessary for the person in charge to respond as they see fit and we recognise that this will be the case when dealing with real life, changing situations. However, the procedures act as guidelines, giving a common approach which should make coping with an emergency easier.