



Maintaining children's safety and security on premises

Policy statement

Southwell Smiley Faces 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

- Southwell Smiley Faces ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- 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.
- Southwell Smiley Faces carry out risk assessment 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 in the book just inside the playroom door.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded in the book just inside the playroom door.
- Our systems prevent unauthorised access to our premises with our door alert, latch on inside door and bolted garden gates.
- Our systems prevent children from leaving our premises unnoticed as our main door alert, latch on inside door and bolted garden gates.
- The personal possessions of staff and volunteers are securely stored in lockers during sessions.

The following policies also support our Maintaing Children' Safety and Security on the Premises

Policy:

Missing Child

Safeguarding Children and Child Protection

Risk Assessment

Health and Safety General Standards

This policy is applicable to both Pre-School and Out of School Club