



# MAINTAINING CHILDREN'S SAFETY AND SECURITY ON PREMISES POLICY

## **Policy Statement**

At Churchwood Kindergarten, 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 through the Disclosure and Barring Service.
- Adults do not normally supervise children while out of sight of other adults.
- 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 setting, nor by any activity.

### **Security**

- Systems are in place for the safe arrival and departure of children.
- Our systems prevent unauthorised access to our setting.
- Our systems prevent children from leaving our setting unnoticed.
- Staff carry out regular head counts to ensure all children are accounted for.
- We only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known, before they enter the setting.
- The personal possessions of staff and volunteers are securely stored, out of reach of children, during sessions.
- No petty cash is kept at the setting.

## **Policy Monitoring and Review**

This policy is monitored by the staff and management of Churchwood Kindergarten and will be reviewed annually, or before if necessary.

*Date created:* 17<sup>th</sup> October 2019

*Created by:* Caroline Bennetts

*Reviewed by:*

*Signed:* .....

*Date:* .....

*Name:* .....

*Role:* .....

*Review date:* 17<sup>th</sup> October 2020

*Reviewed by:*

*Amended / Updated?* Yes / No

*Brief explanation of changes:*

*Signature of reviewee:*

*New review date set:*