



8.2 Maintaining Children's Safety and Security on Premises

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, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- 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 premises.
- We keep front doors and gates locked shut at all times.
- When transitioning to the garden, the staff must ensure:
 - The main gate in the courtyard is closed **before the front door is opened.**
 - At least two staff members help with the children's safe navigation up the steps.
 - Children are **counted** in the hallway before they transition to the courtyard.
 - Children are **re-counted** in the courtyard.
 - Children are **re-counted** on arrival in the garden.
 - Children are **re-counted** periodically whilst in the garden.
- When transitioning back inside **from** the garden, the staff must ensure:
 - The main gate in the courtyard is closed **before unlocking the garden gate.**
 - Children are counted before they leave the garden.

- Children are **re-counted** in the courtyard.
 - At least two staff members help with the children's safe navigation down the steps.
 - Children are **re-counted** at the bottom of the steps.
 - Children are **re-counted** in the hallway to ensure staff are confident that all children are safely back inside.
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- Prior to opening the gate to let in an expected visitor, the staff member must check that there are no children in the courtyard and that, if there are children in the garden, the teachers are made aware that the main gate will be opening.
 - The personal possessions of staff and volunteers are securely stored during sessions.