



Bowes Pre-School & Holiday Club

8.2 Maintaining children's safety and security on premises.

Safeguarding and Welfare requirements: Safety and Suitability of premises, Environment and Equipment.

Bowes Pre-school and Holiday Club must take reasonable steps to ensure the safety of children, staff and others on the premises.

Bowes Pre-school 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 through the Disclosure and Barring Service (DBS)
- 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 arrival and departure 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 the premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

Useful Pre-school Learning Alliance Publications

- Managing Risk (2009)

This policy is fully supported by the Manager, Staff, Committee and parents/carers of Bowes Pre-School.

Signed:- (Chairperson)

Print Name: Date:

Signed:- (Manager)

Print Name: Date:

Review date: