

General Welfare Requirement: Safeguarding and Promoting Children’s Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.



Safeguarding children

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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners		

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosures and Barring Service. The manager uses Capita Recruitment Vetting Service for all DBS checks.
- We ensure that all Directors have enhanced DBS checks.
- All children are supervised by adults at all times. Children are always within sight or hearing of adults.
- Whenever children are on the premises at least two adults are present.
- We carry out termly 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 front door is only open at pre-determined dropping off and picking up times and at that time is manned by a designated member of staff.
- The times of the children's arrivals and departures are recorded. If anyone unfamiliar to staff are picking up a child there must be a pre-arranged password agreed with the child's parent/carer in order for staff to identify the adult. If the adult does not know the password then the parent/carer will be contacted to verify that we have their permission to hand over their child.
- 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.
- The personal possessions of staff and volunteers are securely stored during sessions – bags and mobile phones are kept in the office.
- We ensure that any external gates are locked at all times.

This Policy was reviewed by	Fiona Wilson – Supervisor
Adopted by	Rotherfield Pre-School Staff and Directors
Read and agreed by	
Date	January 2017
Review Date	January 2019