

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
For further information click here: https://www.foundationyears.org.uk/wp-content/uploads/2012/03/Development-Matters-FINAL-PRINT-AMENDED.pdf			

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 DBS checks and are Ofsted EY2 compliant.
- 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. We have a fence with gates at the front of the building as an additional barrier.
- The times of the children's arrivals and departures are recorded. If anyone unfamiliar to staff is 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 the external gate from the decked area is locked at all times.

This Policy was reviewed by	Liz Burnett - Manager
Adopted by	Rotherfield Pre-School Staff and Directors
Read and agreed by	
Date	October 2018
Review Date	October 2019