

## ***Maintaining Children's Safety and Security on Premises Policy***

### Aim:

We maintain the highest possible security of our premises to ensure that each child is safely care for during their time with us.

### Method:

#### Children's Personal Safety

We ensure all employed staff are recruited following guidance for Safer Recruitment and have passed an enhanced disclosure from the Disclosure Barring Service.

Staff are not left alone to care for children.

All children are supervised by staff at all times.

Whenever children are on the premises, a minimum of 2 members of staff will be present.

#### 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. The hallway doors are alarmed to alert staff of persons entering and exiting the cloakroom. All unknown persons are challenged by staff and if they cannot verify identity and reason to be on the premises, they will be escorted from the building. All doors have high reach handles – not accessible to young children.

To ensure safe arrival and departure of children the following procedure will be followed.

#### Arrivals

Parents and children are welcome to wait in the hallway until greeted by a member of staff at the start of their session time.

One member of staff will supervise the preschool door and be available for messages from parents. It is also their role to ensure children are in the preschool hall and not the cloakroom area before the parent is allowed to leave. No children will be allowed to re-enter the cloakroom area until all arrivals and departures have been accounted for, and the hallway doors are closed. Staff must sign all children into the preschool at the start of their session.

#### Departures

Parents are welcome to wait in the hallway until the end of the session. At this time a member of staff will greet you and welcome you in, one family at a time.

Children will be in the preschool hall and members of staff will assist them to gather their belongings and sign them out on the register.

The next family will then be welcomed in.

If you need to collect in a hurry, please make it clear to a member of staff at the door so they can ensure a swift departure.