



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 daily 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, such as a buzzer system.
- The times of the children's arrivals and departures are recorded manually on our printed daily register. These are then transferred into academic registers for patterns to be recognised.
- The arrival and departure times of adults – [staff,] volunteers and visitors - are recorded on an electronic system, situated in the office.
- Our systems prevent unauthorised access to our premises at all times.
- 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. Back doors are kept locked shut at all times where they may lead to a public or an unsupervised area.
- We have installed entry system and in the main door at a suitable height.
- The personal possessions of staff and volunteers are securely stored in our office during sessions.

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**FAWKHAM MONTESSORI
PRESCHOOL**

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This policy was adopted by

Fawkham Montessori Pre-School

On

18th March 2020

Date to be reviewed

18th March 2021

Signed on behalf of the provider

A. Mahoney

Name of signatory

Abbie Mahoney

Role of signatory

Pre-School Manager