



## **8.2 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 and committee members have been checked for criminal records via an enhanced disclosure through the Disclosure and Barring Service (DBS).

- Volunteers and students do not supervise children on their own.
- Staff may supervise children on their own. This may include times when only one member of staff is needed outside or where there is a 1:1 or small group activity.
- All children are supervised by staff at all times.
- Whenever children are on the premises at least two members of staff are present. If for any reason this is not possible (for instance where a child is uncollected) a member of the committee, with full DBS, will take the place of a member of staff.
- 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. A daily register is taken for children at the door as they arrive at Nursery. Children also self-register by taking their sticky name tag and placing it on their coat peg. The number of staff present is also recorded as well as any visitors, such as parents during Open Week.

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- Our systems prevent unauthorised access to our premises. The gate is securely padlocked after all the children have arrived and the door to the nursery can only be opened from the outside with a secure code.
- The door is left open when children are playing outside. There is always a member of staff outside when it is outdoor play. In hot weather, the door is open for ventilation but children do not go outside unsupervised.
- The personal possessions of staff and volunteers are stored in the office or cloakroom during sessions.

#### **Other useful Pre-school Learning Alliance publications**

Managing Risk (2009)

<b>This policy was adopted at a meeting of the Meadow Nursery School Parents' Association Committee</b>	
<b>Held on</b>	31 <sup>st</sup> March 2014
<b>Policy reviewed</b>	September 2025
<b>Date to be reviewed</b>	September 2026
<b>Signed by Chair</b>	
<b>Name</b>	Samantha Foster-Kennedy
<b>Signed by Nursery Manager</b>	
<b>Name</b>	Debbie Hill

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