



**Education, Encouragement, Enjoyment**

Meadow Nursery School  
Policies and Procedures



**Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.**

## 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).
- 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 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.
- 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)

This policy was adopted at a meeting of	Meadow Parents' Association Committee Meeting
Held on	31 <sup>st</sup> March 2014
Policy Reviewed and amended	January 2018
Date to be reviewed	January 2019
Signed by Chair	
Name	Annette Medhurst
Signed by Nursery Manager	
Name	Debbie Hill