

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

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.



## **8.2 Maintaining children's safety and security on premises**

**All Kingsgate Community Centre staff take responsibility for the safety and security of children on the premises.**

### **Policy statement**

Kingsgate Community Centre Preschool 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 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.
- 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.
- Our systems prevent children from leaving our premises unnoticed.
- Our only allow access to visitors with prior appointments.
- We 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 unsupervised area.
- We have installed entry phones and ‘spy holes’ in the main door at a suitable height.
- The personal possessions of our staff volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

|   |                             |                           |
|---|-----------------------------|---------------------------|
| This policy was adopted by                        | Kingsgates Community Centre | <i>(name of provider)</i> |
|   | Preschool                   |                           |
| On  | <hr/> 19/01/2019            | <i>(date)</i>             |
| Date to be reviewed                               | <hr/> Jan20                 | <i>(date)</i>             |
| Signed on behalf of the provider                  | <hr/>                       |                           |
| Name of signatory                                 | <hr/> Sarah Twomey          |                           |
| Role of signatory (e.g. chair, director or owner) | <hr/> Manager               |                           |
|   | <hr/>                       |                           |

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

- Managing Risk (2009)

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