

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 have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- All children are within the hearing or sight of 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.
- We only allow access to visitors with prior appointments.
- The premises are used by and solely available to the Kindergarten during opening hours
- Our staff check the identity of any person who is not known before they enter the premises.
- The Kindergarten HQ internal door is kept closed when not in use and one member of staff is positioned next to the door at all times when in the HQ.
- We keep woodland gates locked shut at all times.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.
- Boundaries are clearly marked with a fence line and all children are made aware of the boundaries.

This policy was adopted by	Hidden Valley Bushcraft	<i>(name of provider)</i>
On	23/02/2017	<i>(date)</i>
Date reviewed	20/10/2019	<i>(date)</i>
Date to be reviewed	20/10/2020	

Signed on behalf of the provider

L Goldsmith

Name of signatory

Louise Goldsmith

Role of signatory (e.g. chair, director or owner)

Owner

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)