



## **Eldene Pre-School & Toddlers**

### **8.2 Children's Safety and Security on Premises Policy**

#### **Policy statement**

Our setting is committed to the safety of the children in our care. 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; volunteers and college students have been checked for criminal records by an enhanced disclosure from 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 risk assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.

##### Security

- The following systems are in place for the safe arrival and departure of children. There will be a member of staff at the pre-school door for welcoming children at the start of session; one member of staff will stand on the gate. Parents bring their children to the main front door and a member of staff will take them to their room; the children will then be marked into a register. At the end of the session a member of staff will stand at the front door and a member of staff will bring the children to their adult who is collecting once they have been seen. The children will be marked out of the register when they leave.
- 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.
  - The personal possessions of staff and volunteers are securely stored during sessions.
- This policy was adopted at a meeting of Eldene Pre-School & Toddlers.

Held on: - 8<sup>th</sup> July 2019

Date reviewed: October 2023

To be reviewed:- October 2024

Signed on Behalf of Eldene Pre-School & Toddlers

*A. Hanrahan*

Ann-Marie Hanrahan - Chairperson