

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

Crick Pre-School leases an area from Crick Primary School. There is a locked internal door (with keypad) that separates the Pre-School area from the rest of the School. The outside area is securely fenced with padlocked gates to public access. The main external door to the outdoor area is always locked and can only be accessed via a keypad code.

Pre-School staff, children, parents and visitors use Pre-School's separate entrance and are generally not able to enter or exit Pre-School through the School.

Pre-School may occasionally use other areas of the school with prior agreement of the Headteacher. The staff and children use the internal door to access these areas during Pre-School sessions. A risk assessment will be completed for each area of the school to be used, which will minimise risk to the children. The Pre-School staff will take the register, phone and a mini first-aid kit with them when taking every child in the setting to other areas of the School. If staff just take a small group of children to use another area of the school only a mini first aid kit is taken.

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS).
- 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.

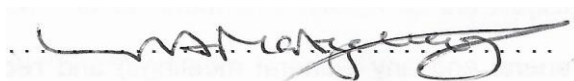
Temporary injuries

We strive to accommodate children with temporary injuries i.e. broken limbs. We liaise closely with parents to ensure we can keep children safe and meet their needs in the setting. Each injury will be assessed on an individual, case by case basis. A risk assessment must be carried out before the children can return to Pre-School.

Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- Children are only collected by an authorised person, if this is not a primary carer, the person authorised to collect is recorded in the permission for collection folder or a text message/email should be sent by the parent/carers. If this person is not known to us they must give the password recorded in the registration form. For regular occurrences of someone, other than the parent/carers, collecting a child the details are confirmed in a letter or email.
- The arrival and departure times of adults - staff, students, volunteers and visitors - are recorded. All staff, volunteers, students and visitors wear lanyards, with cards denoting their status, for the duration of their time at Pre-School.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.

This policy was adopted at a meeting of	Crick Pre-School
Held on	<hr/> 16 th March 2022
Last reviewed	<hr/> 16 th March 2022
Date to be reviewed	<hr/> March 2023
Signed on behalf of the management committee	<hr/>



Name of signatory	<hr/> Laura Montgomery
Role of signatory (e.g. chair/owner)	<hr/> Chair

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)