



## **Froxfield Pre-School**

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

### **Policy statement**

We maintain the highest possible security of the premises to ensure that each child is safely cared for during their time with us.


### **Procedures**

#### *Children's personal safety*

- 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 supervised by adults at all times and strict adult to child ratios are adhered too, in line with the EYFS Framework.
- 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 –volunteers and visitors - are recorded.
- Systems are in place to prevent unauthorised access to our premises, with doors kept locked at all times. In the event of an intruder into the pre-school grounds, suspected of intending harm or an aggressor outside of the pre-school/on the field or carpark, a whistle will be blown and staff will accompany the children into the hall cupboard, in a calm manner, so as not to cause fear amongst the children. The cupboard will then be locked from the inside.
- Children are unable to leave the premises unnoticed.
- Visitors are escorted on the premises at all times.
- Our staff check the identity of any person who is not known before they enter the premises.
- The personal possessions of staff and volunteers are securely stored during sessions.

This policy was adopted by	Froxfield Pre-School	<i>(name of provider)</i>
On	<u>29/09/2023</u>	<i>(date)</i>
Date to be reviewed	<u>September 2024</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Vickie Farrow</u>	
Role of signatory (e.g. chair, director or owner)	<u>Headteacher</u>	