

## Maintaining Children's Safety and Security on Premises

*November 2023*

### **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.
- Adults should never supervise children on their own (unless the second adult is needed to deal with an emergency).
- All children are supervised by a member of our staff at all times.
- 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.
- Our staff 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.
- Minimal petty cash is kept on the premises.

<b>Version</b>	<b>Changes made</b>	<b>Author</b>	<b>Date</b>	<b>Review Date</b>
1.0	Baseline version	H Clarke	20 <sup>th</sup> September 2020	September 2021
1.1	Review – no changes	H Clarke	20 <sup>th</sup> September 2021	September 2021
1.2	New Logo	H Clarke	9 <sup>th</sup> November 2022	September 2023
1.3	Removed the mention of a 'spy hole' in the door as this is not present.	H Clarke	4 <sup>th</sup> October 2023	September 2023