

Maintaining Children's Safety and Security on Premises

June 2025

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.

Version	Changes made	Author	Date	Review Date
1.0	Baseline version	H Clarke	20 th September 2020	September 2021
1.1	Review – no changes	H Clarke	20 th September 2021	September 2021
1.2	New Logo	H Clarke	9 th November 2022	September 2023
1.3	Removed the mention of a 'spy hole' in the door as this is not present.	H Clarke	4 th October 2023	September 2023
1.4	No changes	H Clarke	June 2025	September 2025