



## 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

#### *Children's personal safety*

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure through 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 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.
- The personal possessions of staff and volunteers are securely stored during sessions.

This policy was adopted at a meeting of	Treetops (Hedge End) Limited	<i>(name of provider)</i>
Held on	31 <sup>st</sup> August 2017	<i>(date)</i>
Date to be reviewed	30 <sup>th</sup> August 2018	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	W Lowton	P Lowton
Role of signatory (e.g. chair, director or owner)	Director	Director

### Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)