



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 with children's barred list check 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 maintain a 1: 6 adult : child ratio (or better) 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.
- There is an adult on the door and gate for the arrival and departure of the children.
- 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.

Foundry Lane Community Playgroup – Children’s exit procedure

The names of all children being collected by someone other than their usual parent/carer will be recorded on the whiteboard. Staff are to record these names and the name of the person collecting them as soon as possible after they have received the information. The names of all children whose carers need to sign the accident/medication book will also be recorded on the whiteboard.

- At 11.30am children going home will be supported to get their coats on and collect their belongings and sit down on the mat.
- Children staying for lunch club wash their hands ready to sit down to lunch.
- One member of staff will stand at the door to call the children to leave. At no time during the children’s exit is this member of staff to leave their position.
- One member of staff will sit with the children at the lunch table.
- One member of staff will stand at the gate as a point of contact for parents and ensuring no children leave the setting unaccompanied. At no time during the children’s exit is this member of staff to leave their position.
- Once all the children have left, any children arriving for lunch club will be allowed to enter the setting.
- The register is completed to record 11.30am leavers and starters
- Once all the children have left, the person who was on the gate sets up the garden ready for the afternoon session.
- At 12.30pm children going home will be supported to get their coats on and collect their belongings ready to go home.
- As parents arrive to collect their children a member of staff will let them out individually ensuring that any accident/medication books are signed.
- The register is completed to record 12.30pm leavers and starters
- On no account will a child be called to leave Playgroup until their parent/carer has arrived. This applies even if staff can see someone who has collected the child before. If staff are at all unsure about the person collecting the child, the Playgroup Manager will phone the child’s parents/carers to confirm.
- When all children have been signed out of the setting and have been seen to join a parent/carer, and when members of staff have finished talking with parents, all members of staff will go back into the setting to tidy up and prepare for the next session.

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)

This policy was adopted at a meeting of	Foundry Lane Community Playgroup Management Committee
Held On	15 th July 2009
To be reviewed	Annually
Signed for and on behalf of Foundry Lane Community Playgroup Management Committee	
Name of Signatory	K. Heath
Role of Signatory	Chairperson

Review Date	Reviewed By (Name)	Role	Signed
05/01/12	V. Whybrew	Chairperson	
19/06/12	B. Angel	Chairperson	
28.02.13	B. Angel	Chairperson	
31.01.15	C. Carstairs	Treasurer	
25.04.17	J. Tanner	Chair	
19.03.18	J. Tanner	Chair	
09.05.19	J. Stephens	Chair	
10.07.2020	J. Stephens	Chair	