



Chavey Down Pre-School

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

-) For employers: 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.
-) 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 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 at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.
-) The personal possessions of staff and volunteers are securely stored during sessions.
-) Minimal petty cash is kept on the premises.

This policy was adopted by: Kate Sillett

Date: 12th February 2021

Date to be reviewed: 12th February 2022

Signed on behalf of the Provider: *K. Sillett*

Name of Signatory: Kate Sillett

Role of Signatory: Director

Initial Steps Ltd

16 Martins Lane, Brants Bridge, Bracknell, Berkshire, RG12 9EN
Company No. 08892649