

## **Safeguarding and Welfare Requirements**

### **Maintaining children's safety and security on premises.**

#### **Policy statement**

We maintain the highest possible security on our premises to ensure that each child is safely cared for during their time with us. EYFS staff are committed to provide a safe, secure environment where each child can play freely.

#### **Procedures**

##### Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the DBS (Disclosure Barring Service).
- All children are supervised by adults at all times.
- Adults do not normally supervise children on their own.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises nor by an activity.

#### **Security**

Visitors to the EYFS will not be left unsupervised at any time. Adequate identification will be provided and prior appointments should be made wherever possible.

- Systems are in place to monitor the safe arrival and departure of children. A member of staff will monitor the doors to ensure the security of the children. Parents and carers wanting to talk to staff will be advised to wait until an appropriate time to ensure the safety of all children.
- Children's arrivals and departures are recorded (Pre-school).
- Staff, volunteers and visitors sign in and out at reception and in Pre-school.
- Children won't be released to anyone other than the recognised parent/carer unless prior notice is given. If staff are unsure, the child will remain in the EYFS and parents will be contacted. Parents are

required to list other persons that may collect their children from school. Pre-school parents/ carers sign their child in/ out of Pre-school.

- Outdoor play areas will be checked before the children are taken outside. Our systems prevent unauthorised access to our premises.
- The personal possessions of staff and volunteers are securely stored during sessions but are left at the owner's risk.

**Review Date: September 2018**