

**Orleton Pre-school Group**

**Children’s safety and security on the premises**

**Policy statement**

At Orleton Pre-school we maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. See also the Safer Recruitment policy.

**Procedures**

**Children’s personal safety**

* We ensure all employed staff have been checked for criminal records via an enhanced disclosure through the DBS (Disclosure & Barring Service). We use Hoople’s online service to obtain a DBS. Or Capital for our committee members.
* In the case of the three named Committee members (Chairperson, Secretary and Treasurer) and up to five members, an EY2 (Declaration & Consent Form) will be sent to Ofsted, and an updateable DBS is also carried out.
* Adults are never left in sole supervision of children.
* 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, not by any activity. See separate risk assessment file.

**Security**

* Systems are in place for the safe arrival and departure of children. We have a keypad on our gate which staff can open from inside the building. They have a clear view of who is outside. Children are let in from 8.30 am, when the door is opened. One staff-member stays near the inner door as children come and go. At all other times the door is locked.
* The children’s arrival and departure times are recorded by parents who sign them in and out on the forms provided.
* Children are only released to known individuals pre-arranged by parents, with the use of a password if appropriate when alternative individuals are required to collect the child by prior arrangement.
* The arrival and departure of adults – staff, volunteers and visitors – are recorded in the register and visitor book respectively.
* Children playing outside are prevented from access to the locked outside gate at all times by another inner gate, and adult supervision.
* 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 out of reach in the office during opening times.

This policy was adopted at a meeting of Orleton Pre-school dated ……………………………………….

Date to be reviewed ……………………………….

Signed by ………………………………………………..

Name of signatory ……………………………….. Role of signatory …………………………………………….

Signed by …………………………………………………

Name of signatory ………………………………….. Role of signatory …………………………………………….

**Staff-member please sign below to confirm that you have read and understood the policy, and are up-to-date with any changes.**

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| --- | --- | --- |
| **Staff Name** | **Job Title** | **Signature & Date** |
| **Tara Morris** | Manager |  |
| **Polly Smith** | Trainee Deputy |  |
| **Vicky Thomas** | Preschool Assistant |  |
| **Sandra Thomas**  | Preschool Assistant |  |
| **Debbie Moran**  | Trainee Preschool Assistant |  |
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