

8.2 Maintaining children's safety and security on premises

Policy statement

We maintain the highest possible security of our premises to ensure the safety of each child while 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 (DBS).
- All children are supervised by adults. We operate a non lone working policy; no member of staff is left alone with children or within the building at any time, however there may be occasions when this isn't possible due to toilet breaks, nappy changes, supporting children in the toilet area that may have had an accident. It is the responsibility of both the employee and their manager to identify the hazards and minimise any risks during these short periods. We always ensure that our staff child ratios are maintained.
- We ensure all staff are not working alone and all staff are competent and confident to carry out any safety procedures e.g. fire evacuation or first aid treatment.
- We ensure that all employees have the ability to contact other staff members in other areas (such as outside) at all times.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, or their safety in regards to first aid is put at risk by the 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.

Policy approved and adopted by LWPS Board of Trustees on 19 June 2017

Signed on behalf of the provider

Name of signatory Jenny Caw

Role of signatory Co-Chair

Reviewed Signed:



Dated: 19/06/2017

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment Providers are responsible for managing children's behaviour in an appropriate way