



Waltham 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

- We ensure all employed staff have DBS (Disclosure and Barring Service)
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all the 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 by any activity.

Security

- Systems are in place for the safe arrival and departure of children.
- The time 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 children from leaving our premises unnoticed
- The personal possessions of staff and volunteers are securely stored during sessions.

Further details of our procedure for keeping children safe can be found in our Risk Assessment Policy.