****

**Beaumont Community Preschool & Childcare Groups**

**8.2 Maintaining children’s safety and security on premises**

**Policy statement**

Beaumont Community Preschool & Childcare Groups 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 been checked for criminal records an enhanced disclosure with children’s barred list check through the Disclosure and Barring Service.
* Adults do not normally supervise children on their own.
* 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 assessment 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 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 shut 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 at a meeting of | **Beaumont Community Preschool & Childcare Groups** |  |
| Held on |  | (date) |
| Date to be reviewed |  | (date) |
| Signed on behalf of the management committee |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair/owner) |  | |