

HEMPSTEAD PAVILION PLAYGROUP LTD

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

8.2 Maintaining children's safety and security on premises

Policy statement

Hempstead Pavilion Playgroup Ltd 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 and volunteers have been checked for criminal records via 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 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 times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults – staff, volunteers and visitors - are recorded. Reason for visit recorded
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We welcome parents to view our setting at any time (with out notice). When this happens parents and children are supervised at all times and never left alone.
- 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.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

This policy was adopted by

Hempstead Pavilion Playgroup Ltd

On

25th May 2018

Date to be reviewed

31st July 2019

Signed on behalf of the provider

Name of signatory

Joanne Jarrett

Role of signatory

Director
