



28. Safeguarding Children Policy

Maintaining Children's Safety and Security on Premises

Aims of Policy

This policy aims to provide information on children's safety and security and how this is maintained throughout their time at the Pre-School.

Children's safety

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS).
- Adults do not normally supervise children on their own.
- Ideally staff do not start work until a satisfactory DBS check has been received, but will not under any circumstances be left unsupervised until this has been received.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.

Security

- We have an alarm fitted to the back door leading out to the garden. This alerts us to the door being opened, to avoid children exiting the Pre-School and into the garden unsupervised.
- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- An adult will always be stationed at each open door for the arrival and departure times of the children.
- The arrival and departure times of visitors and volunteers are recorded on the sign-in sheet. Where arrival and/or departure times for staff are different from their normal working hours, these are also recorded.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in any emergency. Special notice giving numbers of children and adults present is displayed on the wall.
- 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.
- If a child is left on the premises after the session has ended, every effort will be made to contact the parent/carer or person registered as emergency contact. See our 'Safeguarding Children Policy - Collection and Non-Collection of Children' (Policy 23).
- Staff are familiar with the Procedure for Evacuation of the Premises for any such emergency.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) _____

Signed on behalf of Seer Green Pre-School (Chairperson) _____

This policy was reviewed as indicated below:

2009 created

2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required

July-Nov 2017 reviewed and updated

June-July 2018 reviewed and updated

May 2019 reviewed

June 2020 reviewed

June 2021 reviewed and updated

July 2022 reviewed

June 2023 reviewed

September 2024 reviewed and updated

UNCRC related article:

Number 24

Every child has the right to the best possible health. Governments must work to provide good quality health care, clean water, nutritious food and a clean environment so that children can stay healthy.

Rich countries must help poorer countries achieve this.