

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

Safeguarding children

Maintaining children's safety and security on premises

Policy statement

Lake Street Nursery and Pre-School CIO maintains the highest possible security of our premises to ensure that each child is safely cared for during their time with us. Everyone has a responsibility to ensure children are safe including staff, volunteers and parents. If there is a suspicion that a child may come to harm there is a duty to report this.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the DBS and that references are obtained and verified as far as possible
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times being within sight or sound and staff deployed appropriately inside and out according to the number of children
- Whenever children are on the premises at least two adults must be present.
- Adults who do not have an enhanced disclosure DBS check (e.g. students on placement, infrequent volunteers, visiting parents) are not left unaccompanied with children and may not accompany children, except their own, to the toilet area for personal care
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- We risk assess any specific outings and increase our ratios
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Security

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded in the register.

Our security systems prevent unauthorised access to our premises:

- Visitors are asked for I.D.
- Visitors are asked to make an appointment.

- Unexpected visitors are greeted in the hall and not invited into the main room.
 - If Visitors need to access the room then they are greeted in the lobby and brought into the room accompanied by a member of staff who takes responsibility for the that visitor whilst on the premises
 - Other user groups using the building are made aware of our opening times and our security needs and reminded to keep the lobby door locked as they come and go (e.g. the City Council Parks Department)
 - A record of visitors is kept in the diary
- **Our security systems prevent children from leaving our premises unnoticed:**
 - The room door is kept locked unless manned by a member of staff.
 - The front door to the building is locked 15 minutes after each registration period and only opened again 15 minutes prior to collection times
 - The back door is locked unless staff are outside and ready to supervise.
 - The garden is securely fenced, padlocked and checked regularly.
 - Headcounts are made at regular intervals and recorded throughout the day.
 - The personal possessions of staff and volunteers are securely stored during sessions either in lockers, locked offices or locked kitchen, all out of children's reach.

This policy was adopted at a meeting of	Lake Street Nursery	name of setting
Held on	<hr/> Reviewed June 2018	(date)
Date to be reviewed	<hr/> November 2019	(date)
Signed on behalf of the management committee		
Name of signatory	<hr/> Catherine Morey	
Role of signatory (e.g. chair/owner)	<hr/> Manager on behalf of the Management Committee	

Other useful Pre-school Learning Alliance publications

- Risk Management in Early Years Settings, PLA