



Safeguarding children

1.8 Maintaining children's safety and security on premises

Issue 2

Issue Number	Issue Date	Summary of Change
1	Sep 2013	Pg.1 Following on from Deputy Leader's SLP training (Jun/Jul 2013). New section on Safety added highlighting the possibility, and what to do in the event of an unplanned evacuation from the outside to indoors. Reordering of contents.
2	Sept 2014	New procedures section replaces supervision section. Reference now made to two adults always being present as opposed to three. Security section deletion of staff uniform details.
3	July 2016	Pg3 Change of procedure with regard to entry and departure of children. Also defining when children become the responsibility of their parent/carer's.

Aims

Buttercups Pre-school is committed to providing care and learning for all children in a safe and secure environment. All staff has individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children at the Group.

Safety and security will be regularly reviewed by the Leader, staff team and Committee and parent/carers will be consulted and informed of any changes to practice.

Procedures

Children's personal safety

- Buttercups will ensure all employed staff and regular volunteers have an enhanced DBS check (Disclosure and Barring Service).
- All children are supervised by an adult at all times.
- **Children will usually be within sight *and* hearing of staff and always within sight or hearing (Ofsted Safeguarding and Welfare Requirements, 2012).**
- Whenever children are on the premises at least two adults are present and strict staff ratios are followed as detailed in the Staffing Policy 2:4.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

- The times of the children's arrivals and departures are recorded in the register and a note is recorded in the Collection book of any different named adults who will be collecting the child/children. If the person is not named on the child's enrolment form then an agreed password system will be introduced by the parent/carers.
- **The arrival and departure times of adults - staff, volunteers and visitors - are recorded along with identification details taken as appropriate.**
- Visitors are required to complete a visitor's book, which is on the table in the front room, with arrival and departure times as well as the purpose of their visit.
- We ensure that staff, volunteers and visitors possessions are securely stored away from children's reach in the kitchen.
- We keep the front door locked, internal door bolted and the back door locked at all times (unless we are out in the courtyard).
- A safety gate prevents children from having access to the kitchen.
- The personal possessions of staff and volunteers are securely stored during sessions in the kitchen.
- Minimal petty cash is kept on the premises.
- **Visitors to the Pre-school will not be left unsupervised with children at any time.**

Parent/carer arrival and collection procedures

Arrival:

- Please ring door bell and wait for a member of staff to answer.

- The member of staff will close the internal gate and door after showing you into the front room so coats and shoes etc may be changed and bags placed on pegs etc.
- We would request that parent/carer's do not answer the door or open internal doors without a member of staff present.

Collection:

- After being admitted by a staff member into the front room please wait for your child/children to be brought out to you.
- We will endeavour to have your child/children as ready to leave on time as possible but please be aware sometimes they may be slightly delayed due to circumstances beyond our control.

Please note in both of the above scenarios the boundary which defines a handover point and a change of responsibility is the wooden child safety gate between the front room and the foyer. When children are hall side of the gate they will be the responsibility of Buttercups staff and once street side they become the responsibility of their parent/carer's.

Safety

- In the event of the environment outdoors being deemed as unsafe due to the actions of individuals/animals or inclement weather children will be promptly brought back into the safety of the building. This will be done calmly and a register will be taken once safely indoors. Depending on the nature of the event a report to the police/local authorities may be made. No children or adults will be allowed back outdoors until an assessment of any risks has been taken. The incident will be recorded and monitored and both parents and committee will be made aware.

This policy was adopted at a meeting of	Buttercups Pre-school
Held on	6th September 2018
Date to be reviewed	6th September 2020
Signed on behalf of the management committee	
Name of signatory	Linda Creed
Role of signatory	Chair person

Staff/Committee Member	Date read	Signature
Sue Fuller	6 th September 2018	
Jenna Kirk		
Marie Patmore		
Charlotte Chilvers		