



Safeguarding children

1.8 Maintaining children's safety and security on premises

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, Deputy, 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 locked stable door prevents children from having access to the kitchen.
- The personal possessions of staff and volunteers are securely stored during sessions in the kitchen. Mobile phones must be stored in Staff members bags etc.
- 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, baskets etc.

Collection:

- 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 wait on The Green or in your cars for your child to be brought out to you. This will generally be carried out by your child's key person.

Please note in both of the above scenarios the boundary which defines a handover point is the when the child is safely delivered to or from their parent/ carer by staff.

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

13th July 2022

Date to be reviewed

13th July 2024

Signed on behalf of the management
committee

Name of signatory

Jo Reed

Role of signatory

Chair person

Staff/Committee Member	Date read	Signature
Sue Fuller	13 th July 2022	
Christine Fletcher		
Kim Harrod		
Charlotte Chilvers		
Alicia Navas Diez		