



Safeguarding children

1.09 Maintaining Children's Safety and Security on the Premises

Policy statement

We 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 have been checked for criminal records by having an enhanced DBS.
- Adults do not normally supervise children on their own and all children are supervised at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessment 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 in the register.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- 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.

See also Appendix 1.09 Visitors to the setting form.

This policy was adopted at a meeting of Brighton Road Baptist Church Playschool Trustees.

On 25/07/2018 (date)

Signed on behalf of the provider _____

Name of signatory Clair England

Role of signatory (e.g. chair) Chair of Trustees



Brighton Road Baptist Church Playschool

Visitors to the setting – conditions of entry (*Appendix to policy 1.09*)

I confirm that:

*I have read and understood the setting's fire safety procedures (below).

* Any mobile phones/cameras have been placed in the dedicated box or in a secure place agreed with the session supervisor/manager.

*I will ensure that I am not left alone with the children at any point and will not take children to the toilet. A member of staff will accompany me to take my own child to the toilet.

*I will not let anyone in or out of the main doors and will let the Supervisor/Manager know if I need to leave the room.

*I will refer any queries I have to the session Supervisor/Manager.

All visitors to the session enter at the Supervisor/Manager's discretion.

Name:

Reason for visit:

Signed:

Date:

Supervisor's signature:.....

Emergency evacuation procedure

Fire Drill procedures for visitors to the setting:

- At the start of each session the supervisor allocates staff to call the fire brigade and ensure toilets are checked and fire exits clear in the event of a fire. This is covered on the daily risk assessment.
- In the event of a fire staff will direct children and visitors to the nearest safe exit. Provided the route is clear this will be through the crèche and out to our outdoor play area.
- The fire extinguisher is located by the back door, on the way to our outdoor play area. A Fire blanket is stored in the main church kitchen, behind the church reception desk.
- In the event of a fire visitors must not leave the setting without first informing the session Supervisor.