

## Maintaining children's safety and security on premises

### *Procedures*

#### *Children's personal safety*

- We ensure that all staff and volunteers have been checked for criminal records with an enhanced disclosure and barring system check.
- Children are supervised by a member of staff at all times.
- Whenever a child is on the premises two members of staff are present.
- We carry out risk assessments, written or visual to ensure that children are not made vulnerable in any part of our premises, inside or outside.

#### *Security*

- Systems are in place for the safe arrival and departures of children. Only named staff to open the main door which is controlled with a magnetic lock.
- The times of children's arrivals are recorded alongside who brought them to nursery.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent any child leaving the premises unnoticed.
- Any person not known to staff, to collect a child is asked for the password.
- Any person, not parents, who we have been informed will collect a child is recorded in the message book.
- Any visitors are requested to sign in.
- We keep doors and gates locked at all times, although they can be easily opened in the case of a fire.
- The personal possessions of staff are kept out of the reach of children.
- Minimal cash is kept on the premises.