

## 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

### 1.9 Maintaining children's safety and security on 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.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners		

#### Procedures

##### *Children's personal safety*

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the DBS
- Adults do not normally supervise children on their own.
- All children are supervised by adults 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 main door is kept locked during session to prevent unauthorised access into the session.
- The times of the children's arrivals and departures are recorded, if this is other than normal session times. They are recorded in red for late arrivals or early departures.

- The fire door is kept locked/shut unless we are outside using the play area, then it is unlocked from the outside so that staff can bring children back into the hall to use the toilet etc.
- Notified absence or sickness is marked by a green circle in the register
- Non notified absence is marked by a pencil circle.
- The arrival and departure times of adults - volunteers and visitors - are recorded in the daily diary.
- 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 stored behind the teachers table during sessions.
- Mobile phones are either kept in bags or placed on the teachers table. No person uses their personal mobile phone in the hall. If calls need to be taken they are done so out of the room.

This policy was adopted at a meeting of \_\_\_\_\_ name of setting  
 Held on \_\_\_\_\_ (date)  
 Date to be reviewed \_\_\_\_\_ (date)  
 Signed on behalf of the management \_\_\_\_\_  
 Name of signatory \_\_\_\_\_  
 Role of signatory (e.g. chair/owner) \_\_\_\_\_

**Other useful Pre-school Learning Alliance publications**

- Managing Risk (2009)