Maintaining Children's Safety and Security on the Premises Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,
Lacey Green, Princes Risborough HP27 0PL
Registered charity no: 1026976

Version Control

Version	Date	Author	Comments
1.0	30.11.2017	RM / LC	• Updated format and introduction of version control • Changed job titles in light of recent changes to organisation • Added reference to our Fire Safety, Emergency Evacuation and Lockdown Policy.
1.1	22.02.2018	RM / LC	• Checked against PLA template amends (none required)
1.2	20.09.2018	RM / LC	• Full annual policy review (incl. check against PLA templates)
1.3	19.09.2019	LC / NK	• Preschool Manager responsible for calling families if child does not arrive at preschool

Reviews and Approvals

Policy adopted :	15 September 2009 by Windmill Under 5s Management Committee	
Date of last review:	19 September 2019	
Date of next review:	Autumn Term (September) 2020	
Signed & dated:	Natasha Kann	Natasha Kann – Chairperson on behalf of the Management Committee

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment. Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Safety and Suitability of Premises, Environment and Equipment

23. Maintaining Children's Safety and Security on Premises

Policy statement

Windmills 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 had an Enhanced Disclosure and Barring Service check.
- 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 assessments 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.
- We ensure that the entering/departing of Windmills is done in an orderly manner, limiting the amount of coming and goings into Windmills by parents/carers.
- If a child who is due to attend has not arrived and a message has not been left on Windmills phone explaining their absence, or a Holiday/Absence Form has not been completed, the Preschool Manager will call the home to confirm their whereabouts.
- The times of the children's arrivals and departures are recorded on the signing in/out form by parents/carers at pick up and drop off times.
- The arrival and departure times volunteers and visitors are recorded.
- Our systems prevent unauthorised access to our premises. The front door to Windmills is locked once children have entered, including the foyer door. Occasionally, if it is a very hot day, the front door may be kept open to allow airflow and is secured instead with a stair gate. The gate to the play area is kept latched at all times and secured with a bungee cord. The external door in the changing area is kept locked.

- Our fenced area is secure. When the children are outside there is always a member of staff with them to prevent unauthorised access to the children.
- Visitors not known to us are not allowed to enter Windmills without the relevant identification for the purpose of their visit and must sign our visitor's book.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff, visitors and volunteers are securely stored in the kitchen or storage room during sessions.
- No petty cash is kept on the premises.

Please also refer to our Fire Safety, Emergency Evacuation and Lockdown Policy.