

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.

8.2 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.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- 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.
- A children's register is taken at the beginning of each session.
- The times of the children's arrivals and departures are recorded if they are more than 10 minutes late.
- The arrival and departure times of volunteers and visitors are recorded.
- A staff register is taken at the beginning of each session.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.
- The personal possessions of staff and volunteers are securely stored during sessions.

Parental/Carer's Responsibility Outside of Nursery

Start of Session

- Parents / carers should be aware that their child remains their responsibility until they have actually been passed through the double white doors of the Nursery to a member of staff. They are responsible for their safety at all times within the playground prior to this.
- We request that parents do not allow children to climb on the railings outside nursery due to the risk of injury.

At the end of the session

- Children will only leave the premises with an authorised adult, stated by the parent. Children will not be released to minors and the Nursery Staff reserve the right to request proof of age at their discretion.
- The Nursery will not accept responsibility for the children's safety once their authorised adult has collected them from the double white doors. It is made clear to parents that once a child is handed over to them at the end of the session, they then regain complete responsibility. We will however, have a member of staff on the door at both the beginning and end of sessions.

Broadmoor Hospital

Ashridge Nursery is within the vicinity of Broadmoor Hospital. The warning siren, an intermittent sound, is tested every Monday at 10.00a.m. for 2 minutes; after a break of one minute the all clear siren, a continuous tone, is sounded for another 2 minutes. If there is an escape from the hospital, the warning siren will sound continuously.

Procedure

- In the event of an escape either before or during a session, Ashridge Nursery will continue to operate as normally as possible, finishing at the usual time of either 11.45 a.m. or 3.30 p.m.
- Parents are asked not to telephone the nursery unless absolutely necessary.
- As always, no child will be allowed to leave the nursery unless accompanied by a nominated adult.
- Outside play activities will be suspended until the all clear is given.
- Lunch club will take place within the setting if necessary.

This policy was adopted by

_____ (name of provider)

On

_____ (date)

Date to be reviewed

_____ (date)

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)