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**Covingham Roundabout Pre-School Ltd**

**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.
* The times of the children's arrivals and departures are recorded.
* 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.
* 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.
* Minimal petty cash is kept on the premises.

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| This policy was adopted by | Covingham roundabout pre-school Ltd |  |
| On | 30/09/2019 |  |
| Date to be reviewed | 30/09/2020 *Archiving children’s files*  * Where there were s.47 child protection investigations, we mark the envelope with a star and archive it for 25 years. * We store financial information according to our finance procedures. |  |
| Signed on behalf of the provider |  | |
| Name of signatory | Sarah Randall & Paul Randall | |
| Role of signatory (e.g. chair, director or owner) | Directors | |

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

* Managing Risk (2009)