**Bramble Bears – Maintaining children’s safety and security on the premises**

**Policy Statement**

Bramble Bears aim to maintain the highest possible level of security on our premises to ensure that each child is safely cared for during their time with us.

**Procedures**

*Children’s Personal Safety*

Bramble Bears will ensure that all employed staff and regular volunteers have had a DBS check and any posts will not be secure until relevant checks and references are returned.

Staff are not left in the setting alone with any children, we always have a minimum of 2 staff in the setting at any time. Children are supervised at all times during both indoor and outdoor play. Staff remain vigilant to any external risks during outdoor play. We carry out risk assessments to ensure children are not made vulnerable within any part of our premises nor by any activity.

*Security*

Bramble Bears has exclusive use of the village hall when we are in session, and any access to the setting will be supervised by a member of staff and the visitor is signed into the visitor’s book.

Our door is locked in the morning once all staff are in the setting and remains locked until it is time to start or end the sessions. Keys for the door are hung up in the cupboard and only staff can access these and let any visitors into the building. All children are signed into the register and a time is recorded should they arrive or leave at a time different to that of the session. Staff and volunteers are signed into the register and times of departure are recorded.

We have policies and procedures in place for the recording of accidents and incidents (See Recording and Reporting of Accidents and Incidents Policy).These are reviewed in accordance to this policy.

All staff and volunteers possessions are kept in the kitchen during sessions.

*Children’s arrival and departure*

Children remain the responsibility of their parent/carer prior to doors being unlocked at the beginning of the session and once the children leave the premises with them at the end, they are responsible for maintaining their safety and security at these times.

The blue gate at the front of the building MUST remain bolted at all times. Parents, carers and children may wait in the fenced area before session starts and at collection, but the gate must be closed after them entering. The entrance door is unlocked at the beginning and end of the sessions, at these times a designated member of staff is at the door ensuring no unauthorised access to the setting and that all children are marked in and out of the register.

*Collection by an unknown person*

Should someone unknown to us need to collect your child we would need prior notice of this. We ask everyone to provide a password on their child’s registration form and anyone different collecting your child would need to provide the password for us to allow them to collect the child. We will not allow any child to leave with someone we didn’t know was collecting, even if they give us the password and will give parents/carers a call to confirm they are authorised to collect. The person will be asked to remain outside of the setting and the door secured whilst staff confirm this. Should your child need to be collected by someone other than yourselves please let staff know either at drop off or by contacting us via the setting mobile phone during the session.

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| **This policy was adopted at a meeting of Bramble Bears** | |
| Held on: | To be reviewed: |
| Signed by: (PRINT) | Signature: |
| Role of Signatory: | |