

SAFEGUARDING CHILDREN

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 by an enhanced disclosure from the Disclosure and Barring Service (formally known as the Criminal Records Bureau).
- Adults do not normally supervise children on their own; where they do a risk assessment has been completed.
- 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 time 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.
- The personal possessions of staff and volunteers are securely stored during sessions.

June 2018
This policy was adopted on: _____
June 2019
Date to be reviewed: _____
<i>Karen Richardson (Treasurer)</i>
Signed on behalf of the Committee: _____

Changes Made: **Y**/N