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**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 Baring Service (DBS)
- 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 assessment 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.
- The personal possessions of staff and volunteers are securely stored during sessions.

This policy was adopted at a meeting of Little Explorers Pre-School  
Held on \_\_\_\_\_  
Date to be reviewed \_\_\_\_\_  
Signed on behalf of the management \_\_\_\_\_

committee

Name of signatory

Role of signatory (Chairperson)

\_\_\_\_\_  
\_\_\_\_\_  
Chairperson  
\_\_\_\_\_

**Other useful publications**

- Risk Management in Early Years Settings (2007) PLA