

## 4.2. 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 and security precautions*

- 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.
- 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.
- Safety checks are made daily on equipment and any damaged or dangerous items repaired or replaced.
- The outside areas are checked for hazards, along with checking the outside fire exit, daily before children access the garden.
- The layout of the equipment allows adults and children to move freely and safely between activities.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play and children are provided with and encouraged to wear hats to minimise the risk of sand getting into their hair and eyes.
- Children are taught to handle and store tools safely.
- All dangerous materials, including medication, are stored out of children's reach.
- Children who are sleeping are not left unattended.
- The garden is only used under adult supervision and is securely fenced in.
- All electrical sockets, wires and leads are properly guarded and the children are taught not to touch them.
- The temperature of the hot water taps which are accessed by children is controlled to prevent scolds.
- All hot drinks are drunk away from the children in the kitchen, staff room.
- Children do not have unsupervised access to the kitchen and the gate is kept bolted when the kitchen is left unattended. Cooking activities are supervised at all times and children do not have access to hot surfaces or hot water.
- Lighting and ventilation is adequate in all areas including storage areas.
- Parents/carers are asked to provide the nursery with the names and telephone numbers of those people who should be contacted in the case of an emergency, as well as the names of people who are authorised to collect the child and a password to be used on these occasions.
- If any person other than the parent/carer is to collect the child the parent with parental responsibility, except where there is reasonable excuse, is required to give the nursery written permission in advance. There is a password system in place to ensure authenticity. The password *will* be asked for.

## ***General Security***

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded in their online diary.
- The arrival and departure times of adults – staff and visitors - are recorded.
- 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.
- We have installed entry phones in the main door to ensure the safety of all staff and children.
- The personal possessions of staff are securely stored during sessions.
- Minimal petty cash is kept on the premises.
- We will not allow people unknown to us access to the nursery, all those enquiring unannounced will be seen and dealt with at the front door or invited into the reception area only.
- Any authorised visitor to the nursery will be asked to sign in upon arrival, state their reason for visiting and wear a visitor's sticker. The visitor must also sign out of the building.
- A member of staff will accompany any visitor or contractor that has to work in any area where the children are playing.