**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.

Our Policy reflects the statutory requirements of the EYFS 2024 as listed in the Welfare Requirements

## *Children's personal safety*

* We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
* Adults do not normally supervise children on their own: staff are deployed to allow an extra member of staff to ‘float’ between areas if two members of staff are not available in the outdoor area and playroom. 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. Children are dropped off and collected by their parents/carers from the playground where there are always at least 2 members of staff present and all adults are reminded to close the gate behind them when leaving and entering the playground.
* Once they leave their parents in the playground they are under the supervision of a member of staff.
* The times of the children's arrivals and departures are recorded in the register, (if they have arrived after 9 am or left before 12 noon/ 3pm end of session)
* The arrival and departure times of adults – staff (if they arrive or leave at times different to their start/finish times), volunteers and visitors - are recorded either in the register or Visitors file.
* The Pre-school follow agreed procedure for checking the identity of visitors.
* Our systems prevent unauthorised access to our premises.
* Our systems prevent children from leaving our premises unnoticed.
* Our systems ensure that staffs only release children into the care of individuals who have been notified to the provider by the parent.
* The personal possessions of staff and volunteers are securely stored during sessions.
* All mobile phones are places in the box in window in kitchen. Visitor phones are placed in a box in the window in the main room.
* Adults must ensure that all personal medications are stored safely in the medication box.
* The Ssetting carries Personal liability insurance.

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| This policy was adopted at a meeting of | Portreath Pre-school |  |
| Held on | 22.03.2019 |  |
| Last date to be reviewed and amended | May 2024 |  |

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