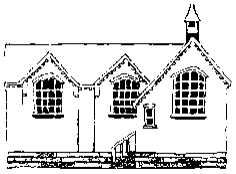

Hinstock Primary School
'Tomorrow's Success Begins Today'

HINSTOCK HEDGEHOGS NURSERY

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 via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- 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 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 times of adults –volunteers 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 at a suitable height.
- The personal possessions of staff and volunteers are securely stored during sessions.

This policy was adopted by	Hedgehogs Nursery
On	18.11.16
Dates reviewed	18.11.17 5.10.18 8.10.19 18.11.21 4.1.23
Signed on behalf of the provider	*R E Williams*
Name of signatory	Rachael Williams
Role of signatory (e.g. chair, director or owner)	Headteacher

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)