



Safety And Security On The Premises Policy

Pre-school Manager: Nicky Benson-Dare

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.

Statement

At St. Peter's Busy Bees Pre-school 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 and volunteers have been checked for criminal records by the DBS department.
- Adults do not normally supervise children on their own.
- Children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present and the required ratio is met.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- Staff have awareness of fire and emergency evacuation procedures and understand how to follow them in such an incident.
- Staff have awareness of lockdown procedures if an incident requiring a lockdown should occur.

Security:

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded if after the 9.15am registration.
- 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.

- Our entrances/exits are securely locked whilst children are in the setting.