

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

Glebe House School Early Years Staff must take necessary steps to safeguard and promote the welfare of children.

Safeguarding children

1.9 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service
- Adults do not normally supervise children on their own and are always within sight or sound of others in the setting.
- 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 a buzzer/bell/keypad system is in place and only staff are allowed to open the door.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded in a blue file in the nursery office/school office, and visitors are asked to show ID.
- Our systems prevent unauthorised access to our premises.

- Our systems prevent children from leaving our premises unnoticed; all doors are double locked for the very young children within the EYFS and can only be opened by adults, with the exception of fire doors which are closely monitored by staff throughout the school.
- Notices are on all doors/gates asking adults to close them
- We only release children into the care of individuals named by the parents. Never to anyone under the age of 16(unless they have parental responsibility), or to those who are not authorised to collect a child in writing by the parents.
- Children are counted in and out of rooms and outside, at least every 5 minutes
- The personal possessions of staff and volunteers are securely stored during sessions.
- Visitors, parents and staff cannot use personal cameras, video equipment, phones etc, where children are within the setting (please see policy 1.11 with reference to safe use of cameras).

This policy was adopted at a meeting of	<u>Glebe House School Nursery</u>	name of setting
Held on	<u>October 2019</u>	(date)
Date to be reviewed	<u>October 2020</u>	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<u>Susie Pull</u>	
Role of signatory (e.g. chair/owner)	<u>Setting Manager</u>	

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)