

Safeguarding children

1.9 Maintaining children's safety and security on premises

Policy statement for St Joseph's 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 have been checked for criminal records by an enhanced disclosure from the Disclosures and Barring Service. This is updated every 4 years¹.
- 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 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.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises².
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	Sept 2014
2.0	Committee	Reviewed	Oct 2016
3.0	K Coupe	Reviewed, updated and version controlled	01/05/2019 Cttee Mtg

¹ See Policy 2.1 Employment and Staffing

² Access to the Leigh Building is by security code and/or key fob. Only members of staff of St Joseph's Catholic Primary School, St Joseph's Out of School Club and St Joseph's Pre-school have the code or a fob. All other visitors must ring the bell to gain access.