



# St. Michael's Pre-school Policies and Procedures

## 8.2 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 there will be at least the minimum ratio of 1:8 adults/children in our 3/4 year old room and 1:4 in the 2 year old room.
- 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 if it is outside of normal arrival and departure times.
- 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 the front door locked and gates secure shut at all times. Back doors are kept secure at all times with the exception of when the outside area is in use and under supervision.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal amounts of cash is kept on the premises.

This policy was adopted by

St Michael's Trustee Committee

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~~12<sup>th</sup> April 2016~~

~~9<sup>th</sup> July 2018~~

~~11/03/19~~

On

10-05-2022

Date to be reviewed

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Every 3 years or as required

Signed on behalf of the provider

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*Hannah Cameron*

Name of signatory

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Hannah Cameron

Role of signatory (e.g. chair, director or owner)

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Chairperson

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### **Other useful Pre-school Learning Alliance publications**

- Managing Risk (2009)