1.30 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

1. **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, unless in circumstances such as children requiring 1:1, and in these cases other staff are close by and will regularly check in
- All children are supervised by staff at all times
- Whenever children are on the premises at least two staff are present
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity

2. **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 premises
- Our systems prevent children from leaving our premises unnoticed
- We only allow access to visitors who are supervised by Managers

- Our Managers/staff check the identity of any person who is not known before they enter the premises
- We keep front doors shut, locked and with door hooked latched at all times
- We have a glass window in our main door to ensure visitors are seen by Manager/staff before allowing access to the premises
- The personal possessions of staff and volunteers are securely stored during sessions
- Minimal petty cash is kept on the premises
- The children are kept safe while in the outside area, the gate locked throughout session with a padlock
- New adults collecting children need to be on the authorised list given by parents and should know the password, as they will be asked by staff

3. Visitors to the Setting

- *We have visitors regularly as part of our children's welfare and development. These include prospective parents/carers, parents/carers coming to settle their children upon starting, other professionals to support child development and assessors supporting staff on their apprenticeships*
- *Visitors are asked for ID where necessary before entering the premises and are asked to sign in*
- *Visitors are asked to leave mobile phones, cameras etc in the foyer in the basket provided and are explained to that this is part of our safeguarding procedure.*
- *Visitors must read an sign our "visitors policy" upon arrival to show they understand and will follow our procedures*
- *Visitors to the setting are never left alone with the children and must always have a member of staff present*
- *From time to time the Church, who we rent the premises from arrange contractors to come onto site during playgroup hours. We try to discourage this unless it is something urgent or if the work can be carried out away from the children for example nobody can have access to the large hall or toilets during playgroup hours as these are the most used areas*
- *As other visitors we will check who they are upon arrival and asked to sign in. Staff will explain that children are present on site so the main door needs to remain locked throughout the session. Should they need access in and out of the building they must ask a member of staff to let them out so the door can be locked afterwards.*
- *We will ask wherever possible that a member of the Church, reponsible for arranging these visits to be on site to supervise the visitor. Church are aware that we have to keep the main door locked, need to stay away from the areas where the children are situated etc*
- *A member of staff will monitor the foyer area whilst any contractor is on site just to ensure safeguarding procedures are being followed*
- *Whenever a new adult comes to collect a child we will ask them for the password and their name, as they should be on the child's authorised pick up list.*
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This policy was adopted at a meeting of	St Christopher's Playgroup	name of setting
Held on	September 2026	(date)
Date to be reviewed	September 2027	(date)
Signed on behalf of the management committee	KJCookes	
Name of signatory	Karen Cookes	
Role of signatory (e.g. chair)	Manager	