



Scalliwags Pre-School CIO

Safeguarding Children

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. We have a separate and consistent policy concerning child protection and safeguarding; this policy deals specifically with risks from the premises.

Procedures

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- 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.
- Staff, visitors and volunteers are not permitted to use mobile phones on the premises or in the garden during session time.
- Parents/carers under the influence of drugs/alcohol or medication will not be allowed to collect children. The police and social services will be contacted by the Setting.
- Staff must not consume or be under the influence of alcohol, drugs or substances.
- Employees taking drugs prescribed or bought over the counter must inform the Executive Manager if it is reasonable to believe that such drugs may influence their performance. Where this puts children at risk the member of staff will not be allowed to work directly with the children.
- Staff medication is stored in handbags in the kitchen, out of reach of children. Access to the kitchen is only via a child stairgate.

Scalliwags Pre-School CIO

The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL

Telephone: 01892 835980 E-mail: admin@scalliwags.org

Registered Charity No. 1179340, Registered Ofsted No. 2686577



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- Any breach of the above relating to staff will lead to the staff member being sent home immediately and may lead to disciplinary action.

Security

- Systems are in place for the safe arrival and departure of children.
 - Children will only be allowed to leave the setting at the end of the session or at a pre-arranged time with the persons (minimum age of 18) named on their registration form.
 - A signed declaration must be held at the setting for parents who accept full responsibility of a child in our care being handed over to a minor (minimum age 16).
 - Any last-minute changes to the person collecting the child must be informed to the setting, by telephone, before collection time. The identity of the caller will be confirmed using security questions.
 - The Setting will require details of the change in the person collecting the child, including their name and relationship to the child.
 - The new person collecting the child will be required to confirm the password as recorded on the child's registration form.
 - Should staff not recognise an adult named on the registration form they too will be required to answer security questions including the password (e.g. grandparent collecting for the first time and face not familiar to setting staff).
 - If there is any doubt staff will contact the persons with parental responsibility (according to the registration form) of the child and the child will remain in the setting until further checks are made.
- 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.

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- The personal possessions of staff and volunteers are securely stored during sessions.

This policy was adopted at a meeting of

Held on

_____ (date)

Date to be reviewed

_____ (date)

Signed on behalf of the management
committee

Name of signatory

Role of signatory

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