

## **Safeguarding children**

### **1.7 Maintaining children's safety and security on premises**

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

#### **Procedures**

We complete an annual risk assessment document provided by the Pre School Learning Alliance. The Village Hall committee also complete separate Buildings and Maintenance documentation, to which the nursery have access.

#### *Children's personal safety*

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure & Barring Service (DBS)
- Children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

#### *Security*

- The times of the children's arrivals and departures are recorded on the daily register
- The arrival and departure times of adults - volunteers/visitors - are recorded on the daily register.
- The personal possessions of staff and volunteers are securely stored during sessions.
- The use of mobile phones by parents/carers and staff is not permitted (refer to our 1.15 policy).
- Children have access to computers and i-pads. These ICT resources are used for Children to engage with age appropriate educational programmes and learning tools

which have been purchased from an educational I.C.T. company such as 'Simple City' 'Simple Maths'. On occasion staff may access the internet for a learning opportunity / theme / topic. Staff must view the site before children are able to view or engage with the learning.

<b><u>Adopted by:</u></b>	<b><u>Signature:</u></b>	<b><u>Date:</u></b>	<b><u>Position:</u></b>
<b><u>H Budd</u></b>		<b>22/08/2017</b>	<b>manager</b>
<b>Policy Review Date: August 2019</b>			