

## **General Welfare Requirement: Safeguarding and Promoting Children's Welfare**

The provider must take necessary steps to safeguard and promote the welfare of children.

# **ALYTH KINDERGARTEN**

## **Safeguarding children**

### **1.9 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 by an enhanced disclosure from the Disclosures 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 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.
- \*There is a professional security guard from a CST approved company.
- \*Parents sign an agreement to take part in the Kindergarten security rota.
- \*Staff and Parents are given annual Security training with CST and in house training.
- 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.
- The personal possessions of staff and volunteers are securely stored during sessions.
- \*We have a separate Staff Personal Mobile Phone and Digital Camera Policy.

This policy was adopted at a meeting of	Alyth Kindergarten Management Committee	Alyth Kindergarten
Held on	11 March 2014	(date)
Date to be reviewed	11 March 2015	(date)
Signed on behalf of the management committee		
Name of signatory	Nicola Feuchtwang	
Role of signatory (e.g. chair/owner)	Executive Member for Kindergarten Chair, Alyth Kindergarten Management Board	

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

- Risk Management in Early Years Settings (2007)

This Policy was reviewed following CST training for staff on 4 September and parents on 14 September 2012.