



## **Safety and Suitability of Premises, Environment and Equipment**

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

**Safeguarding and Welfare Requirements:** Safety and Suitability of Premises, Environment and Equipment

*Providers must take reasonable steps to ensure the safety of children, staff and others on the 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 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***

- 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 with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep front doors locked shut at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.
- The personal possessions of staff volunteers are securely stored during sessions.

**This policy was reviewed on:** 15/10/20 **and adopted by:** Discovery Vine Ltd

**Date to be reviewed:** October 2021 (or earlier if necessary)

**Signed on behalf of Discovery Vine Ltd:** *Lynda Garbutt*

**Name of signatory:** Lynda Garbutt