



# FIRST STEP PLAYGROUP



## Policies and Procedures

### 1. Safeguarding and Promoting Children's Welfare

#### Safeguarding Children

##### 1.9 Maintaining children's safety and security on premises

#### Policy statement

First Step Playgroup 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 Disclosure and Barring Service (formally Criminal Records Bureau).
- 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 daily 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.

Policy Date

26<sup>th</sup> July 2015

Reviewed

8<sup>th</sup> August 2016

Name of signatory

Angie Kelly

Role of signatory

Playgroup Manager

Reviewed

12<sup>th</sup> Sept 2017