



## Maintaining Children's Safety and Security on Premises

### Policy statement

Home from Home Childcarers 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 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 Home from Home Childcarers approved staff 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 with 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 time 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.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep all doors locked shut at all times
- Children accessing the outside area will always be supervised.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

	<u>Date:</u>	<u>By Whom?</u>	<u>Comments</u>
<b>Created</b>	30 <sup>th</sup> April 2019	Linda Reynolds	
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