



Maintaining Children's Safety and Security on Premises

Policy statement

Home from Home Latton Bush 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, all staff are required to sign up to the DBS update service.
- Adults do not supervise children on their own.
- All children are supervised by Home from Home Latton Bush 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>
Created	22 nd January 2025	Rachel Simms	New policy
Reviewed	14 th January 2026	Chrissie Morley	No changes
Next Review			