

Monty's Daycare Maintaining Children's Safety and Security on Premises Policy and Procedure (Safeguarding children)

Policy Statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time at Monty's Daycare.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure Barring Service.
- Adults are not left to supervise children on their own, under any circumstance.
- ***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 and plan the room structure to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- All additional collectors of any children must be made known to the staff or have a pre-agreed password to be filled out on the collection form before they have access to the children.
- All accidents and incidents are written down and signed by parents.

Security

- Systems are in place for the safe arrival and departure of children, only parents of the nursery are told the first security gate. Staff have to unlock the 2nd gates/doors from the inside before they have access to the children.
- Only the nursery staff are aware of the access codes to each door.
- The times of the children's arrivals and departures are recorded on a register.
- There are cctv camera's in operation to ensure the staff can see who is at the gate before opening it.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Parents are reminded to ensure they closed all gates securely behind them when entering or leaving the premises.
- The entrance gate password is changed frequently.
- 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 in lockers during sessions. (*Handbags, Mobile phones, cameras and videoing devices*).

*This policy was adopted at a meeting in April 2015. Emma Taylor (Nursery Manager) and Kerry Allen (Nursery Deputy Manager) were present.
(Policy and procedure to be revised during the month of March 2016)*