



Maintaining children's safety and security on the premises

At Bierton pre school we will maintain the highest possible security of our premises to ensure that every child is safe while in our care.

Children's personal safety

- Bierton pre school carry out an Enhanced Criminal Records check via the Disclosure and Barring Service for all staff/volunteers. These are checked annually by the Manager via the Update Service.
- All staff complete an 'Ongoing Suitability Disclosure form' on a regular basis.
- Appropriate staff:child ratio's are adhered to at all times.
- We carry out risk assessments to ensure children are not vulnerable within any part of our premises, nor by any activity.

Security

- We will not allow entry/open the door to anyone unknown or unexpected.
- Systems are in place for the safe arrival and departure of the children (see Arrival and Departures Policy).
- The arrival of the children is recorded.
- The departure of a child is recorded if outside their normal departure time.
- The arrival and departure of adults, staff, volunteers and visitors is recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent the children from leaving the premises unnoticed.
- If at anytime we feel the safety/security of the children and staff is compromised we will follow our Lock down procedure.

This policy was adopted by the Bierton Pre School Committee

Date: **12th March 2019**

Signed:.....

Name: **SARAH HEARN**

Role of signatory: **CHAIRPERSON**

Signed, all staff: