

BARKHAM PRE-SCHOOL

**Barkham Village Hall, Church Lane, Barkham, Wokingham,
Berkshire RG40 4PL. Tel: 07493 010077, or 0118-9760750 (Hall)**

Registered Charity No. 1026028

Supervisor: Sarah Horsgood



Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Maintaining children's safety and security on premises

Policy statement

We 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 via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- 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 assessments 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.
- We only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.
- The personal possessions of staff and volunteers are stored away from children during sessions.
- Minimal petty cash is kept on the premises.

Barkham Pre-School, Barkham Village Hall, Church Lane, Barkham, Wokingham, Berkshire RG40 4PL.

Registered Charity No. 1026028

Tel: 0118-9786944 or 0118-9760750 (Hall)

This policy was adopted by	Barkham Preschool	<i>(name of provider)</i>
On	January 2021	<i>(date)</i>
Date to be reviewed	January 2022	<i>(date)</i>
Signed on behalf of the provider	Sdhorsgood	
Name of signatory	Sarah Horsgood	
Role of signatory (e.g. chair, director or owner)	Supervisor	

Further information

- Dynamic Risk Management (Pre-school Learning Alliance 2017)