



Christchurch Kindergarten Children's Nursery Limited

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Safeguarding children

11 Maintaining children's safety and security on premises

Policy statement

At **Christchurch Kindergarten Children's Nursery Limited** 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 by an enhanced disclosure from the Criminal Records Bureau.
- Adults do not normally supervise children on their own. Whenever children are on the premises at least two adults are present. Adults supervise children at all times.
- We carry out risk assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- Systems are in place for the safe arrival and departure of children. Each child must have at least two authorised collectors names on the records. If another person is to collect the child, parents must notify the Nursery with the name of the person collecting. The Nursery will provide a password that the collector will need to take the child home.
- Authorised collectors only. All staff should be aware that some children are not allowed to come into contact with members of their own family. In such circumstances a register is kept of each child and the names of those family members with whom that child is forbidden contact with. If one of these family members should call at the nursery they must not be granted access and an authorised person must deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

