

Christchurch Kindergarten Children's Nursery Limited Info@christchurchkindergarten.co.uk

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.

- The times of the children's arrivals and departures are recorded. The arrival and departure times of adults - staff, volunteers and visitors - are recorded. Any visitors, such as sales people, college assessors, gardener, handyman, must fill in the visitor's book on arrival. They will always be accompanied with a member of staff.
- Our systems prevent unauthorised access to our premises. The person who answers the door must always identify the caller and identification needs to be sought if the caller is not recognised, i.e. name, reason for call, name of the person whom the caller is here to see, employment card. Before granting a caller access always check with an authorised person. Never grant access to anyone who is not known. Volunteers and students are not allowed to answer the main door at any time.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

This policy was adopted at a meeting with staff at

Christchurch Kindergarten Children's Nursery Limited

Date to be reviewed: 1 May 2015

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Position Name	Sign	Date Policy read
Director Divya Vaghela		
Manager		
Deputy Manager		
Practitioner		