



Ladybirds Pre-School



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 always supervised by adults.
- 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 (see health and safety policy for further details)

Security

- Systems are in place for the safe arrival and departure of children. Children arrive with a responsible adult and are met at the door to the cloakroom by a member of staff. A member of staff monitors the meet and greet area to ensure the internal gates are closed during drop off and pick up periods. Children are released to an authorised adult through the internal door to the meet and greet area. Where an authorised adult is unknown to the staff, a password system is operated.
- The times of the children's arrivals and departures are recorded on our electronic register.
- The arrival and departure times of adults – staff, volunteers, and visitors - are recorded on our electronic register. See visitor procedures for further details.
- Our systems prevent unauthorised access to our premises – we have a video doorbell so visitors can be identified before gates are opened. Entrance gates are secured with a coded lock – this is regularly changed.
- Our systems prevent children from leaving our premises unnoticed – we have locked gates at all exits.
- We only allow access to visitors with prior appointments or if they have been successfully identified and entry authorised by the manager.



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- Our staff check the identity of any person who is not known before they enter the premises via the video intercom.
- The personal possessions of staff and volunteers are securely stored during sessions in lockers located in the challenge zone. Phones and keys are kept in the office which is locked when unattended.
- Minimal petty cash is kept on the premises.

Visitor procedures

- All visitors to the site are identified through the video doorbell or by sight through the fence before access is granted. Any persons unknown to staff must show appropriate identification. All access must be approved by the manager.
- Upon entry, visitors must sign in on the visitors register, stating name, purpose of visit and time of entry. They are recorded in the electronic register and added to the number laminates in four locations around the pre-school.
- Bags and personal possessions such as mobile phones are stored securely in the office.
- Regular visitors who hold current DBS certificates with Ladybirds are issued with identity badges and whistles that they must always wear. All other visitors are given a visitor's sticker and a leaflet outlining safeguarding and evacuation procedures. They are always accompanied by a member of staff.
- Upon exit, visitors are asked to sign out of the visitors register, stating time left, and are asked to return their visitors sticker. Exit time is also recorded in the electronic register and numbers amended on the laminates.

This policy was adopted by Ladybirds Pre School *(name of provider)*

On 26th November 2020 *(date)*

Signed on behalf of the provider

Name of signatory Gerard O'Neill

Role of signatory (e.g. chair, director or owner) Trustee