

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.

Parc Eglos Nursery: 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

- **The Ofsted Registered Person for Parc Eglos Nursery** ensures that all employed staff and governors 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.
- Risk assessments are regularly reviewed and dynamic risk assessments are carried out on a sessional basis.

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 deter unauthorised access to our premises.
- The internal door between the school and nursery is coded and only authorised personnel may enter and exit through this door. All staff have signed a security agreement and take responsibility for ensuring that they shut/ lock this door securely behind them.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep Nursery gates shut and locked at all times except during collection and drop off periods, when external doors to the nursery are locked.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.
- When children are using areas of the wider School building such as the Compute Suite/Library or Hall, external doors are kept locked and the staff accompanying them check this.

This policy was adopted by

On

Pathways Nursery

9th December 2013

Date reviewed:

Jan to March 2015

Next review due by:

January 2018

Signed on behalf of the provider

Parc Eglos Nursery

Name of signatory

Mr Marc Talbot

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

Chair of Governors
