



Maintaining children's safety and security on the premises including a procedure for arrival and departure of the children

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us and at all times the welfare of the children is paramount.

Children's personal safety

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure through the Disclosure and Barring service.
- Adults do not normally supervise the children on their own.
- 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 if arrival or departure is not at the usual documented start and finish times.
- The arrival and departure times of adults are recorded
- Our systems prevent unauthorised access to our premises
- Our systems prevent children from leaving our premises unnoticed
- The personal possessions of staff and volunteers are securely stored during the session unless staff request otherwise and then possessions that are left in the kitchen at their own risk of theft, loss or damage.

Procedure for arrival and departure of the children

Arrival.

- Doors will be open at 9.15.
- The supervisor will remain on the outer door whilst all members of staff greet the children as they enter the lobby.
- Parents / careers will be asked to sign their children in and indicate who will be picking them up on the form provided¹
- Once all children have arrived and the supervisor will then ensure the outer door is locked and bolted.
- One member of staff will mark each child into the register.
- The supervisor will then count the children to ensure the number is consistent with the ticks in the register and signing in form².

¹ Implemented for a trial period from September 4th 2017 to be reviewed in October 2017 reviewed and to be kept in place 8/18

² As above



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Departures.

- The supervisor will stand at the outer door and call each child to their parent.
- Another member of staff will assist with the children's departure to ensure that no child leaves the premises without their parent.
- One member of staff will mark each child out of the register.
- All other members of staff must sit with the children to ensure their safety, if a child needs to leave the departure area for any reason they must be accompanied to where they need to go and accompanied back to the mat by a member of staff, to wait for their name to be called.
- No child under the age of sixteen, will be allowed to pick up a child attending pre-school.
- If the person picking up a child, appears unfit to collect, such as under the influence of alcohol or drugs, and if this is not the parent of the child, the child will not be allowed to leave with that person and the parents will be informed, if it is a parent of the child then refer to the Incapacitated parent procedure.

This policy was adopted by	Chipstead Pre-School	<i>(name of provider)</i>
On	6/1/16	<i>(date)</i>
Date to be reviewed	Reviewed Feb 2021	<i>(date)</i>
	Reviewed and amended 17/1/22	
	Reviewed and amended 5/1/23	
	Amended 2-1-24	
Signed on behalf of the provider	_____	
Name of signatory	Katie Burrows	
Role of signatory (e.g. chair, director or owner)	Chair	