

**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.

## 8.2 Maintaining children's safety and security on premises

### Policy statement

Snettisham Bobtails 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.
- Adults do not normally supervise 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.
- The arrival and departure times of adults – staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- Any person that enters the premises must report to Snettisham Primary reception and escorted over to Bobtails.
- We keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.
- We have installed a door bell at a suitable height.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

This policy was adopted by

Snettisham Bobtails

*(name of provider)*

On 18-5-17 \_\_\_\_\_ (date)  
Date to be reviewed May 18 \_\_\_\_\_ (date)  
Signed on behalf of the provider D. Rodrigues \_\_\_\_\_  
Name of signatory DANIELE RODRIGUES \_\_\_\_\_  
Role of signatory (e.g. chair, director or owner) CHAIR \_\_\_\_\_

**Other useful Pre-school Learning Alliance publications**

• **Managing Risk (2009)**

- Reviewed 28-5-18 D. Rodrigues
- Reviewed 30-5-18 D. Rodrigues
- Reviewed 19-5-2020 D. Rodrigues
- Reviewed 01-06-2021 D. Rodrigues