

**General 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.

## **St Matthew's Pre-School Policy**

### **5.2 Maintaining children's safety and security on premises and emergency closure.**

#### **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 are checked by an enhanced disclosure from 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.
- We carry out risk assessment 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 aim to prevent unauthorised access to our premises.
- Our systems aim to prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

##### *Emergency Closure*

- Should the preschool be closed in an emergency, for example bad weather or a power failure, parents will be contacted by email/ text, a message will be posted in the face-book page and a notice posted on the Pre-School website. Fees will not be payable if pre-school is closed.
- Fees will still be payable during bad weather as long as pre-school remains open.
- Should preschool have to be closed during a session all parents will be contacted by telephone. Practitioners will not leave the premises until all children have been collected.

This policy was adopted at a meeting of

St Matthew's Pre-School

Held on

\_\_\_\_\_ (date)

Date to be reviewed

\_\_\_\_\_ (date)

Signed on behalf of the management committee

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Name of signatory

\_\_\_\_\_

Role of signatory

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