



131 Hailey Road, Witney, Oxon, OX28 1HL  
01993 705509

[broadhillpreschool@btconnect.com](mailto:broadhillpreschool@btconnect.com)  
[www.broadhillpreschool.co.uk](http://www.broadhillpreschool.co.uk)

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

### **Policy statement**

At Broadhill Pre-School 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. (TMG Online)
- Adults do not supervise children on their own there is always someone else present in the building.
- 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.
- The personal possessions of staff and volunteers are securely stored during sessions.

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

- Managing Risk (2009)



- This policy was adopted at a meeting of Broadhill Pre-School  
Held on Thursday 11th January 2018  
Date to be reviewed By 10<sup>th</sup> January 2019