**Tring Stepping Stones Pre-School**

**Safeguarding children**

**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*

 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 assessment to ensure children are not made vulnerable or at risk within any part of our premises, nor by any activity i.e. slide, scissors

*Security*

 Systems are in place for the safe arrival and departure of children, all staff are aware of this and parents are spoken to about drop off/pick up procedures at their first session. We use a password system if someone we don’t know is collecting a child as well as asking the parents to fill out the collection book with date, child’s name, who’s picking up and contact details, we then ask that person to sign at pick up time.

 We record the times of children arriving late or children leaving early in the register, all other children who arrive on time at 9.15 and leave on time at 12.15 have a tick against their name. We put an “L” next to the children that are staying for lunch club and leaving at 1pm (2.15pm from September 2023)

 staff are recorded in the register, Visitors and volunteers must sign the visitors book, stating their name, company/who they’re here to see, time in and time out.

* There is a doorbell for visitors to gain entry to the preschool building and the front porch door has a key lock, the inner door has a bolt on the inside that we use when preschool is on. The keyholders from church, are expected to ring the bell and sign in and out so that we are aware of who is upstairs in the offices.

 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 stored in the preschool cupboard or kitchen which is out of access to children during sessions.

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| This policy was adopted at a meeting of | Tring Stepping Stones Pre-School |  |
| Held on |  |  |
| Date to be reviewed | June 2024 |  |
| Signed on behalf of the management committee |  |  |
| Name of signatory |  |  |
| Role of signatory (e.g. chair/owner) |  |  |

|  |  |  |
| --- | --- | --- |
| Staff name | Staff signature | Date the policy was read |
| Lucy Brittain |  |  |
| Nicola Poulton |  |  |
| Nicola Reynolds |  |  |
| Kim Smith |  |  |
| Nicke Cooke |  |  |
| Jo Davis |  |  |

2012 review- added in that we know have a doorbell, risk assessments carried out for certain activities.

2013 review- added password system/collection book

January 2015- added that we expect all keyholders to ring the bell for access to the hall.

January 2016, mark an L in the register for children who stay for lunch club.

October 2016

There is a doorbell for visitors to gain entry to the preschool building and the front porch door has a key lock, the inner door has a bolt on the inside and chain across it when preschool is on. The keyholders from church, they are expected to ring the bell and sign in and out so that we are aware of who is upstairs in the offices.

The personal possessions of staff and volunteers are stored in the preschool cupboard or kitchen which is out of access to children during sessions.

October 2017 – no longer use the chain as we have a bolt

November 2018- no changes

November 2019- no changes

December 2020- further guidance- Dynamic risk management (preschool learning alliance 2017)

Drop offs and pick ups have all been done outside (down the ramp/at the gate) due to covid-19.

October 2022- no changes

June 2023 – Amended staff list and added 2.15pm lunch club finish from September 2023