

Safeguarding children

1.9 Maintaining children's safety and security on premises

Policy statement for St Joseph's 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 by an enhanced disclosure from the Disclosures and Barring Service (DBS). Occasionally these will need to be repeated, in this case staff will refer to the Employment and Staffing policy¹. The DBS checks will all be updated by October 2023 and all staff will be registered on to the update service.
- We ensure that any volunteers, including Committee members, have undertaken a DBS check.
- 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 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 premises².
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

Associated policies and procedures

- No 1.9.1 Password system
- No 2.1 Employment and staffing

¹ See Policy 2.1 Employment and Staffing

² Access to the Leigh Building is by security code and/or key fob. Only members of staff of St Joseph's Catholic Primary School, St Joseph's Out of School Club and St Joseph's Pre-school have the code or a fob. All other visitors must ring the bell to gain access.

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	Sept 2014
2.0	Committee	Reviewed	Oct 2016
3.0	K Coupe	Reviewed, updated and version controlled	01/05/2019 Cttee Mtg
4.0	N Powers	Reviewed and additional sentence re DBS checks incorporated	130723