

Maintaining Children's Safety and Security on the Premises Policy V.2

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June 2012 V.2

Impact Assessed:

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Policy

Title: Maintaining Children's Safety and Security on the Premises

From: Early Years Centre

**Date: 20th August 2010;
reviewed 6th May 2014**

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time at the Centre.

- Before any member of staff starts to work at the Centre they must complete an enhanced disclosure form from the Criminal Records Bureau.
- No member of staff will be left unsupervised with the children until a completed CRB/DBS form has been approved.
- All children are supervised by adults at all times.
- Risk assessments are carried out to ensure children are not made vulnerable to any part of our premises.
- 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.
- All staff are offered a locker for their own personal belongings.
- There is a security team on site that we can readily access, if the need should ever arise

Our staff ratios are prescribed by the Children Act 2004 as follows:

- Children aged 0-2 - one member of staff to three children
- Children aged 2-3 - one member of staff to four children
- Children aged 3-5 - one member of staff to eight children
- When it is needed a member of staff with the qualification of ' Professional Status' can and will work on a 1-13 ratio in the pre school room