



Preschool and Daycare

<http://www.buildingblockspreschool.co.uk>

*'Where Play is a learning experience'*



## **Building Blocks Preschool and Daycare: 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 by an enhanced disclosure from the Criminal Records Bureau.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- the required adult: child ratios are met.
- When staff take breaks the ratios are maintained according to an agreed rota.
- A rota detailing routine duties is organised by the person in charge.
- Whenever children are on the premises at least two adults are present. At least one person is the provider/ manager, or a person who works for the provider caring for the children.
- We carry out risk assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- At BB we will ensure that no person smokes, or consumes or is under the influence of drugs (including medication that may have an adverse effect on the individual's ability to provide childcare) or alcohol in or on the premises at all times when children are present, or about to be present.

#### **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 in a signing in sheet.
- Our systems prevent unauthorised access to our premises.

- Our systems prevent children from leaving our premises unnoticed. The cameras in the playroom and garden enable us to monitor the preschool environment closely and carefully.
- The personal possessions of staff and volunteers are securely stored during Sessions in a lockable cupboard.

## **Organisation of space and resources**

- Planning documents indicate how adults, resources and space are used for planned activities.
- The person in charge, in collaboration with the staff, is responsible for organising the resources and available space.
- The environment is kept clean and safe, and resources are checked regularly for wear, tear and safety.
- The toilet and nappy-changing facilities are kept clean and hygienic, and regular checks are made through any session.
- During the course of the day children move around the different areas. We make every effort to keep the flow of children safe and supervised.
- The daily routine of [Preschool](#) is organised in a way that provides security, consistency and continuity for the children.

## **Outings**

- A risk assessment will be carried out, in line with the Health and Safety Policy, before any outing. A suitably-qualified member of staff will take charge of the outing.
- The person in charge of the outing will carry a mobile phone for use in an emergency.
- Details of the journey and visit, and a list of all children and adults leaving the premises, will be left with the senior person who remains at [the Pre-School Premises](#).
- An adequate number of staff will stay in [the Pre-School](#) to supervise the children who are not involved in the outing.

### **Other useful [Pre-school Learning Alliance](#) publications**

- [Managing Risk](#) (2009).