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## Edlesborough Under 5's

### 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.

##### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners		

##### 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.
- 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 as set out in our Health and Safety policy (section 14)
- 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 stored in the kitchen during sessions.

This policy was adopted at a committee meeting of Edlesborough Under 5s held on 4<sup>th</sup> April 2011.

Date to be reviewed: April 2012

Signed by Chair of Committee Rebecca Newbert