

Maintaining Children's Safety and Security On Premises

Policy Statement

Chestnut Playgroup is committed to providing care and play for children in a safe and secure environment. We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children at the playgroup.

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the premises during the session. These messages will be reinforced by both the playgroup and its staff. Safety and security procedures will be regularly reviewed by the committee, in consultation with staff and parents/carers.

Procedures

Children's Personal Safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS) or Criminal Records Bureau (CRB).
- 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 safety and risk assessments on all equipment and the premises, both outdoors and indoors, before every session to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- Any items identified as dangerous are either removed for repair or discarded.
- We ensure that equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger or less mature children.
- All dangerous materials, including medicines and cleaning materials, are stored out of reach of children.
- Children do not have unsupervised access to equipment storage areas, kitchens, cookers or any cupboards storing hazardous materials including matches.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- A correctly stocked first aid box is available at all times.
- Children with pierced ears should wear only studs.

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 premises. During playgroup sessions the main entrance will be locked. Access to the key is at an adult's level and is only available to staff members.
- Outdoor space is securely fenced.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.
- The premises are checked before locking up at the end of the day.

Policy adopted: September 2011

Last reviewed: January 2025

Signed:

Name: Emily Steele

Position: Chair