



Maintaining children's Safety and security on premises

Safeguarding children

Policy statement

Beehive and Honeycomb nursery 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 Disclosure and barring services (DBS formally known as 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 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.
- In normal circumstances visitors are by appointment only, when they arrive unexpectedly the same procedure applies:
 - * All visitors are required to sign in and out with details of their name, the date/time and reason for visit.
 - *Visitors are supervised at all times and when leaving they are escorted off the premises.
- The arrival and departure times of children- a member of staff opens the door and stays there until the last parent/carer leaves (only staff are allowed to open the door). Another member of staff checks the children put their names on the board, then carries out a head count. A register is then completed.
- When someone else is to collect a child, other than those authorised, we require their name, description of person, and a password to be used on arrival.
- 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 securely stored during sessions.

This Policy was adopted at a meeting of Beehive and Honeycomb Nursery 17th June 2013

Signed *Tracy Buhain* (Tracy Buhain) Director

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