



Woodham Mortimer Pre-School
 Woodham Mortimer Village Hall
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 Registered Charity Number: 1060526 DFES / OFSTED Number 650168
 PSLA Membership Number: 20167

SAFEGUARDING CHILDREN

General Welfare Requirement: Safeguarding and Promoting Children’s Welfare
 The Pre-School must take necessary steps to safeguard and promote the welfare of children

1.9 – MAINTAINING CHILDREN’S SAFETY AND SECURITY ON PREMISES POLICY

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.

EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS

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

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 (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 (volunteers and visitors) are recorded. Staff on duty are recorded on the daily register
- 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

OTHER USEFUL PSLA PUBLICATIONS

Risk Management in Early Years Settings (2007)

This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee

Date of Meeting
Next Review Date	January 2011
Signed on Behalf of Woodham Mortimer Pre-School
Name of Signatory	Kayte Terrett
Role of Signatory	Chairperson – Woodham Mortimer Pre-School Committee