



General Safeguarding and Welfare Requirement: Safety and suitability of premises, environment and equipment.

8.2 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.
- 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.
- Our systems prevent unauthorised access to our premises when Pre-School is in session.
- Our staff check the identity of any person who is not known before they enter the premises.



Rushmore House Montessori



- We keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

Other publications

- Managing Risk (2009)

This policy was updated at a staff meeting of Rushmore House Montessori Preschool in November 2018.

Agreed on behalf of Rushmore House Montessori – Cima Shahroudi

Role – Group Manager

Date of Review: November 2019 or earlier if required.