**Maintaining Children’s Safety and Security**

**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 via an enhanced disclosure with children’s barred list check through the Disclosure and Barring Service, provided by CAPITA.
* Adults are always within sight or sound of other staff.
* All children are always supervised by adults.
* We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.
* Parents notify us of any health and dietary requirements upon starting and at the start of sessions.

Security:

* Systems are in place for the safe arrival and departure of children.
* Our systems prevent unauthorised access to our premises.
* Our systems prevent children from leaving our premises unnoticed.
* We only allow access to visitors with prior appointments.
* Our staff checks the identity of any person who is not known before they enter the premises.
* We always keep gates locked and shut and check to ensure they have been closed by parents/carers leaving.
* We have an installed entry phone and camera to talk to people without needing to allow them entry to the building.
* Pictures are displayed on the notice board without names of children and only first names are used with pictures on children’s pegs.
* Bi-monthly fire drills and Intruder protocol are carried out.
* A password and first name are required when anyone new is due to collect a child.
* Visitors are asked to put their mobile phones in the office for the duration of their visit.
* We check the ID of any professionals coming to or working on site.
* Consent for photographs used on social media and our online learning journal Tapestry, is gained before used.