



## 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 via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- 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 assessments 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.
- Our systems prevent children from leaving our premises unnoticed.
- We only allow access to visitors with prior appointments.

For further information, or to arrange a visit please contact Teresa on  
01284 827274 or e-mail us: [cateypreschool@hotmail.com](mailto:cateypreschool@hotmail.com)

CATEY Pre-School is committed to the welfare of it's children, staff & volunteers at all times.

Registered Charity Number: 1135211



# Catey Pre-School COCKFIELD

Catey Pre-School, Church Lane, Cockfield, Bury St Edmunds, Suffolk, IP30 0LA

- Our staff check the identity of any person who is not known before they enter the premises.
- We keep front doors and gates locked shut at all times. Back gates are kept locked and shut at all times where they may lead to a public or unsupervised area.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

This policy was adopted at a meeting of	CATEY Pre-School
Held on	11 <sup>th</sup> November 2014
Renewal date:	10 <sup>th</sup> November 2015

Signed:	.....
Date:	.....
Printed Name:	.....
Position:	.....