A pink cartoon elephant with blue text

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**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 through the DBS
* Adults do not normally supervise the 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
* The personal possessions of staff and volunteers are securely stored during sessions

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| Signed By; Hayley Culverwell, Manager  Date to be reviewed; 21/8/24 |