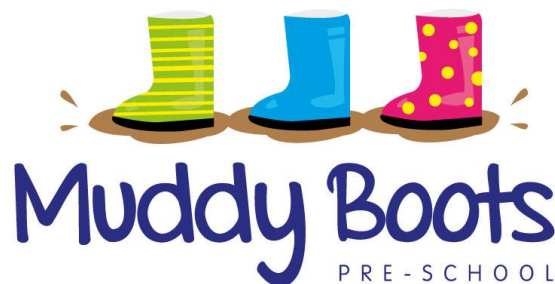


Muddy Boots Pre-School CIO

Safety and Suitability of Premises, Environment and Equipment - Maintaining Children’s Safety and Security on Premises



Review Date:

SEE COMMITTEE POLICY REVIEW SCHEDULE

Safety and Suitability of Premises, Environment and Equipment

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. We also ensure that our premises, environment and equipment are safe, secure and suitable for children at all times.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- Adults do not normally supervise children on their own. Any instances of lone working are risk-assessed and managed to ensure children's safety at all times.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present. This applies during all sessions and when children are being dropped off or collected.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- Staff are deployed effectively to ensure adequate supervision of children during all activities, including transitions, outdoor play, mealtimes and toileting.

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.
- Children are only released into the care of authorised adults, as identified by parents or carers.
- A password is used when required, particularly if there are concerns about collection arrangements or when an unexpected adult arrives to collect a child.
- Procedures are in place for children who are not collected on time, in line with safeguarding guidance.

Visitors and contractors

- All visitors, including contractors, sign in and out of the premises and are supervised at all times while children are present.
- Visitors are not left alone with children and are made aware of safeguarding and safety procedures.
- Contractor work is risk-assessed and, where possible, carried out outside of session times to minimise disruption and risk to children.

Premises and environment safety

- We conduct regular checks of indoor and outdoor areas to identify and remove potential hazards.
- Daily visual checks are carried out before children access rooms or outdoor spaces.
- Hazardous substances and equipment are stored securely and out of children's reach.
- Any safety concerns or maintenance issues are reported promptly and dealt with appropriately.

Equipment safety

- All toys, furniture and play equipment are suitable for the age and stage of the children.
- Equipment is checked regularly to ensure it is clean, safe and in good working order.
- Broken or unsafe equipment is removed immediately and not returned to use until it is repaired or replaced.
- Outdoor equipment is stored securely when not in use.

Emergency procedures

- Clear procedures are in place to keep children safe in the event of an emergency, including fire or lockdown situations.
- All staff are familiar with evacuation routes, assembly points and emergency procedures.
- Emergency procedures are regularly reviewed and practised in line with our Fire Safety and Emergency Policies.