8 – Maintaining children's safety and security on the premises

Safeguarding Children

Policy

Little Moonbeams Day Nursery 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 Disclosure and Barring Services (DBS formally known as CRB)
- All children are supervised by adults at all times.
- 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 in the registers.
- The arrival and departure times of adults – staff, volunteers and visitors – are recorded.
- In normal circumstances visitors are by appointment only, when they arrive unexpectedly the same procedure applies:
  all visitors are required to sign in and out with details of their name, the date / time and reason for visit.
  Visitors are supervised at all times and when leaving they are escorted off the premises.
- Only staff are permitted to open the fire exit door.
- When arrangements have been made for a family member or friend collecting a child, we require their name, a description or preferably a photo and the recorded password is to be used on arrival.
- 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 within the Manager office during sessions.