



Bishops Nympton Primary School

Pre-School Safety

Policy and Procedures 2017-18



3.54 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. Please also refer to the full Bishops Nympton Primary School Health & Safety Policy and Emergency Management Plans for full site safety and procedures.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records through the Disclosure and Baring Service.
- Adults do not 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 assessment 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 in the office during sessions.

This policy was adopted at the full meeting of

Exmoor Link Federation
Governor Board

Held on

01.02.17 (date)

Date to be reviewed

02.18 (date)

Signed on behalf of the Governors

Tim Gurney

Role of signatory (e.g. chair/owner)

Executive Head Teacher