



# Red Dragon Pre-School

## Policies and Procedures

Maintaining children's safety and security on premises

### **Contact details:**

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## 8.2 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 by 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 assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- The main entry door is shared with the adjoining school and therefore is open between 8.40am and 9.00am other than these agreed times the door must be kept locked from outside entry at all times apart from departure times from Red Dragon **only** at 11.45am and 3.00pm. Any visitors to the school are to use the main school entrance, any visitors to Red Dragon Pre-School will be arranged prior to arrival and asked to bring a form of I.D and is Red Dragon Pre-Schools responsibility at all times including in the event of an emergency evacuation. Visitors are never left unattended with staff or children.
- Parents or carers that usually collect a child from Pre-School and are named on the child's registration form are allowed into the Pre-School using the door entry. The visual identity or password needs to be established prior to being let in by staff.

#### 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.
- Staff must always challenge anyone that they do not recognise that attempts to collect a child. Staff must check with staff in the Pre-School, if no one recognises the person, the parent / carer must be contacted.
- Appointments for visitors must be written into a diary or wall calendar so staff are aware of any impending visits.
- It is up to the supervisor to permit unexpected visitors in to the Pre-School at their discretion and a staff member must stay with the visitor at all times.

- Children are to be kept in sight at all times when at play outside. Staff ratios must be maintained outside, so that should a situation occur where a child requires attention on a one-one basis, other children are not left unattended.
- Staff must check, prior to leaving at the end of the session that all doors and windows are closed and locked as appropriate. Windows are to be closed by staff when no-one is in the room.
- Minimal petty cash is kept on the premises.

### **Intruder**

In the event that an intruder gets into the Pre-School building or there is someone suspicious around the premises then the supervisor or deputy supervisor must ring the police immediately. Staff must keep calm and must not put themselves at risk. The line manager must also be contacted.

The Supervisor must ensure that all the children are kept safe in the room and that all entrances to the Pre-School are secure. This must be done without causing alarm.

Once the police arrive you must follow their instructions.

This policy was adopted at a meeting of	Red Dragon Pre-School
Held on	
Date to be reviewed	
Signed on behalf of the management committee	
Name of signatory	
Role of signatory (e.g. chair/owner)	