

## **Lechlade Little Learners - Maintaining children's safety and security**

### ***On Lechlade Little Learners 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 with children's barred list check through the Disclosure and Barring Service.
- All children are supervised by qualified adults at all times.
- Whenever children are on the premises at least two staff members who have been DBS checked 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.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep gates locked shut at all times. Our back fire door is unlocked at all times when people are present on the premises. It is inaccessible to the children via a stair gate.
- The personal possessions of staff & volunteers are securely stored in the office or kitchen during sessions.

### ***Supervision of children on outings and visits***

#### **Policy statement**

Children benefit from being taken out of the setting to go on visits or trips eg. Lechlade Library or St. Lawrence Primary school for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

#### **Procedures**

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached. The ratio may be altered if the risk assessment indicates it is safe to do so. This will be at the manager's discretion.
- We ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Outings are recorded in our risk assessment folder kept in the setting, stating:
  - The date and time of the outing.
  - The venue and mode of transport used.
  - The number of staff and children.
- Staff take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long they will be out for.
- Staff take the emergency contact numbers of parents/carers with them, as well as an accident book and a copy of our Missing Child Policy.
- A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children.

Members of staff and all the children wear a suitable high visibility jacket when travelling to and from any outings.

## **Review**

At its inception the policy was reviewed by all committee members and all employees.

It will be reviewed annually as per the policy review schedule, added to , or modified from time to time and may be supplemented in appropriate cases by further statements and procedures relating to the work of the particular group of workers.

A copy of the final policy statement will be issued to all employees, parents and committee members and will be made available within the setting.

**Reviewed by the Committee Chair on**

**Signed: (Committee Chair)**

**Signed: (Setting Manager)**

**Version History**

<b>Version Number</b>	<b>Date</b>	<b>Changes</b>	<b>Published to</b>
<b>1.3</b>	<b>4.5.18</b>	<b>Policy review – no changes</b>	<b>Committee Members All existing &amp; new staff Displayed in policy folder</b>

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