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Maintaining children's safety and security on the premises

At Bright Stars, 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 an enhanced disclosure form from the Disclosure and Barring Service (DBS)
- 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 daily 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. On arrival a member of staff will stand at the door entering the corridor and sign the children into the nursery. A second member of staff will stand at the door leading into the nursery and greet the children into the setting. On departure the children will be escorted by adults down the corridor and to the front of the children centre. A member of staff will monitor the door and only allow the children to leave when a recognised adult arrives.
- The times of the children's arrival 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 the premises unnoticed
- The personal possessions of staff and volunteers are acutely stored during sessions.

Agreed by staff: Autumn 2018
Reviewed: Autumn 2019