

5.2 Maintaining children's safety and security on premises

Policy statement

Upwood Small to Tall 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 through the Disclosure and Barring Service.
- Adults do not normally supervise children on their own.
- Whenever children are on the premises at least two adults 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. All children must be escorted by an adult to and from the premises. Children will only be released to an adult that is named on the child's registration form or with permission from the adult with parental responsibility.
- 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.

This policy was adopted at a meeting of

Upwood Small to Tall

Date last reviewed

15th November 2023

Name of signatory

Emma Staples

Role of signatory (e.g. chair, director or owner)

Chair