



St Stephens Community Academy

Maintaining Children's Safety and Security on the Premises Guidelines

The An Daras Multi Academy Trust (ADMAT) Company
An Exempt Charity Limited by Guarantee
Company Number/08156955

Status: Approved	
Recommended	
Statutory	No
Version	V2.0
Adopted (v2.0)	Jan 2017
Review (v2.0)	Jan 2018
Advisory Committee	Local Governing Advisory Body
Linked Documents and Policies	Child Protection and Safeguarding Policy Health and Safety protocols Uncollected child guidelines

Maintaining Children's Safety and Security on the Premises Guidelines

At St Stephens Pre-School we maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

The Main Priorities of the Maintaining Children's Safety and Security on the Premises Guidelines

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the D.B.S. This information is stored on the single central record.
- Adults do not normally supervise children on their own.
- 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.

Arrivals and departures of children

- It is the policy of St Stephens Pre-School to give a warm welcome to each child on their arrival.
- Parents are requested to pass the care of their child to the staff member on the door. The staff member receiving the child immediately records his/her arrival in the daily attendance register. Any specific information provided by the parents should be recorded in the daily diary.
- If the parent requests the child to be given medicine during the day the staff member must ensure that the medication procedure is followed.
- If the child is not to be collected by the parent at the end of the session, then the name of the adult who is should be recorded in the daily diary, and other staff informed. If it is somebody unknown to the staff in the room then a description of the person should be recorded.
- The planned departure of the child should be anticipated by the key person in the group. All medicines should be recovered from the medicine box/fridge only when the parent has arrived and should be handed to him/her personally. The medication policy is to be followed here with regards to receiving a parental signature.
- No child should be handed over to anyone other than the known parent unless an agreement has been made at the time of arrival. If in doubt check the person's identity by ringing the child's parent or their emergency contact number.
- On departure, the child register must be immediately marked to show that the child has left the premises.

Adults arriving under the influence of alcohol or drugs

The staff at St Stephens Pre-School's prime focus is the care and safety of the children it cares for. All procedures are written with this in mind.

- If an adult arrives to collect a child, whether this is the parent/carer or another designated adult (see above procedure), and they are deemed to be under the influence of alcohol or drugs, the senior member of management on duty will assess

whether the child's safety and welfare may be impacted if released into this person's care.

- The decision will be discussed with the adult and where required an additional named adult will be contacted to collect the child or this will be referred to the duty social care worker if this is not possible. During this time the child will be cared for by another member of staff so they are able to remain calm and engaged in play.
- Where an adult is deemed unsuitable to drive due to suspected alcohol or drugs consumption and may endanger themselves and others if they do, the Pre-School staff will intervene and endeavour to prevent this individual from getting back into the vehicle. The Pre-School staff reserves the right to also report such matters to the police and, in the case of any employees, reserves the right to take disciplinary action as may be appropriate.

Security

- Systems are in place for the safe arrival and departure of children.
- The arrival and departure times of all 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 stored securely during sessions.

Next review will be: **January 2018**

Signed:..... Pre-School Manager

Date:.....