

# Sunbeams Play

Registered Charity No. 1152188

## Safeguarding Children and Young People

### 10. Maintaining Children's/Young People's Safety and Security on the Premises.

#### Policy statement

We maintain the highest possible security of our premises to ensure that each child/young person is safely cared for during their time with us.

#### Procedures

##### Children's/young people's personal safety

- We ensure all employed staff and volunteers have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service.
- Adults do not normally supervise children/young people on their own.
- All children/young people are supervised by adults at all times.
- Whenever children/young people are on the premises at least two adults are present.
- We carry out risk assessment to ensure children/young people 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/young people.
- The times of the children's/young people's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Sunbeams Play systems prevent unauthorised access to our premises.
- Our systems prevent children/young people from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored in lockers during sessions.

#### Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)

This policy was adopted on

20<sup>th</sup> April 2015

Policy updated

April 2024

Date to be reviewed

April 2025

Signed on behalf of the management committee

Name of Signatory Susan carr

Role of Signatory Manager

Reviewed By	Date
Sue Carr	24/04/2024