

## SECTION 1

### General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

## Safeguarding Children

### Maintaining children's safety and security on 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.

#### EYFS key themes and commitments

1.3 Keeping safe

2.2 Parents as  
partners

#### Procedures

##### *Children's personal safety*

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- 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 risk assessment 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.
- 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 \_\_\_\_\_ name of setting  
Held on \_\_\_\_\_ (date)  
Date to be reviewed \_\_\_\_\_ (date)  
Signed on behalf of the management  
committee \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair/owner) \_\_\_\_\_

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

- Risk Management in Early Years Settings (2007)