



Maintaining children's safety and security on premises

Date: 03/02/2021

Sign: Sam Norris

Review Date: February 2024

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.

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- All children are supervised by adults at all times, never left unattended.
- 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.
- 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. Main Gates are locked and are only opened by ourselves or Hemdean House Staff.
- Our systems prevent children from leaving our premises unnoticed.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep front doors and gates locked and shut at all times apart from between the hours of 7:30am / 9am and 3:30pm till close however the inner small gate to the front garden is closed and locked at all times.