

**Springboard Sunderland Trust**

**Springboard Nursery**

**Maintaining Children's Safety and Security  
on Premises**





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<b>Maintaining Children's Safety and Security on Premises</b>	
Category:	Springboard Nursery
Responsible Person:	Marie Hunter
Accountable Person:	Jane Waggott
Date of First Issue:	November 2015
Next Review Date:	08/08/2024

## Policy statement

Springboard Nursery maintains 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

- Springboard Nursery ensures all employed staff has been checked for criminal records by an enhanced disclosure from the Disclosure and Baring Service (DBS).
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- Staff follow Early Years Foundation Stage Staff: Child ratios at all times.
- We carry out daily risk assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity. (See Health and Safety and Risk assessment Policy)

### Security

- Systems are in place for the safe arrival and departure of children. With additional password system only known to those adults with parental consent.
- The times of the children's arrivals and departures are recorded.
- It is recorded which adult drops of or collects children.
- The arrival and departure times of adults - staff, learners, volunteers and visitors - are recorded.
- Our door systems prevent unauthorised access to our premises (staff entrance has an electronic fob lockable system in place)
- All visitors don't have direct access to the premises – they are greeted at reception in unit 1 and phoned through to the nursery
- Children's entrances are always locked with an intercom system in place on the gate.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions. All staff's personal mobile phones are switched off during working hours and a secure facility is available for the storage of their valuables away from the learning environment and access to children and young people.

This policy was adopted at

Springboard Nursery

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Date:

14/08/2021

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Date to be reviewed

08/08/2024

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Signed by the manager

*M. Hunter*

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Signed by the signatory

*S Reay*

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Name of signatory

Steve Reay

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Role of signatory

Chief Executive

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