

Springboard Sunderland Trust

Springboard Nursery

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



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Maintaining Children's Safety and Security on Premises	
Category:	Springboard Nursery
Responsible Person:	Gemma Dunn
Accountable Person:	Jane Waggott
Date of First Issue:	November 2015
Next Review Date:	08/08/2025

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

Date:

14/08/2021

Date to be reviewed

08/08/2025

Signed by the manager

J Waggott

Signed by the signatory

S Reay

Name of signatory

Steve Reay

Role of signatory

Chief Executive
