



Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

8.2 Maintaining Children's Safety and Security on Premises

Policy Statement

At Impact Montessori Nursery, the safety and security of children is our highest priority. We take all reasonable steps to ensure that children are safely supervised and protected from unauthorised access, leaving the premises without permission, and other foreseeable risks while attending the nursery.

We maintain secure premises, appropriate staffing arrangements and clear procedures for the safe arrival and departure of children, staff, volunteers and visitors.

Procedures

Children's Personal Safety

- All staff are subject to the required safer recruitment and suitability checks, including appropriate enhanced Disclosure and Barring Service (DBS) checks and barred list checks where required.
- Children are appropriately always supervised and staff are deployed according to children's ages, individual needs and the requirements of the EYFS.
- At least two members of staff/adults will normally be present while children are attending the nursery, in accordance with our staffing and safeguarding procedures.
- Staff remain alert to children's whereabouts and ensure that children are appropriately supervised both indoors and outdoors.
- Children are never knowingly left in an unsafe or unsupervised area.
- Staff carry out regular checks of the premises, including rooms, toilets, outdoor areas, entrances and exits.
- Risk assessments are completed and reviewed to identify and minimise risks to children's safety and security.
- Any safeguarding or security concern is reported immediately to the Nursery Manager and managed in accordance with our Safeguarding and Child Protection Policy.

Arrival and Departure

- Children may only be brought to and collected from the nursery by a parent/carer or an adult authorised by the parent/carer.
- Parents/carers must inform the nursery in advance if someone different will be collecting their child.
- Staff will verify the identity of unfamiliar adults before releasing a child.
- Children will not be released to anyone who is not authorised to collect them.
- Arrival and departure times are recorded in accordance with the nursery's attendance procedures.

- Staff must be informed promptly of any changes to a child's collection arrangements.
- Where a child is not collected as expected, the **Uncollected Child Policy** will be followed.
- Where there are concerns regarding parental responsibility, legal restrictions or the safety of a child, staff will follow the nursery's safeguarding procedures and seek advice from the appropriate agencies where necessary.

Premises Security

- All entrances and exits are kept secure when children are attending the nursery.
- External doors and gates remain closed and secure to prevent children from leaving the premises unnoticed.
- Staff check that doors, gates and other access points are secure throughout the day.
- Children are not permitted to open external doors or gates.
- Access to the nursery is controlled to prevent unauthorised persons entering the premises.
- Visitors are required to identify themselves and, where appropriate, provide identification before being admitted.
- Visitors are signed in and out and are appropriately supervised while on the premises unless they have completed the relevant suitability checks and are authorised to work unsupervised with children.
- Contractors and other visitors are not permitted to have unsupervised access to children.
- Staff remain alert to the possibility of unauthorised persons attempting to gain access to the nursery.
- Where an unauthorised person attempts to enter or a security concern arises, staff will immediately inform the Nursery Manager and take appropriate action to safeguard the children.
- The nursery's emergency and evacuation procedures are followed in the event of a security threat or other emergency.

Staff, Volunteers and Personal Belongings

- Staff and volunteers must sign in and out in accordance with the nursery's attendance procedures.
- Staff and volunteers must inform the Nursery Manager if they leave the premises during working hours.
- Personal belongings, including handbags, coats and other items that may present a risk to children, are stored securely and out of children's reach.
- Mobile phones and other personal electronic devices are managed in accordance with the nursery's **Online Safety, Mobile Phones and Cameras Policy**.
- Only the minimum amount of cash necessary is kept on the premises.

Monitoring and Review

- The Nursery Manager is responsible for ensuring that security procedures are implemented consistently.
- Security arrangements are reviewed regularly and following any incident, near miss or identified weakness.
- Any concerns or incidents relating to security are recorded and investigated appropriately.
- Staff are reminded of their responsibilities through induction, supervision, staff meetings and ongoing safeguarding training.

Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Safer Recruitment Policy
- Uncollected Child Policy
- Missing Child Policy

- Risk Assessment Policy
- Fire Safety and Emergency Evacuation Policy
- Online Safety Policy
- Staffing Policy

This policy was adopted by: Impact Montessori Nursery

Date adopted: _____

Date to be reviewed: _____

Signed on behalf of the provider: _____

Name of signatory: _____

Role of signatory: Nursery Manager