**Maintaining children’s safety and security on premises**

**Policy statement**Denmead Day Care will try to ensure that 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**

* All staff, volunteers and college students will have to have an enhanced DBS done and written references required. Children under the age of 16 will need to be supervised.
* Children must be always supervised and staff will be flexible in their working day to help cover other children if staff are ill/ on courses or are taken ill as long as we are in ratio.
* Whenever children are on the premises the staffing will always be in ratio.

## Security

* When parents drop off or picks up a staff member will be present to ensure the safe arrival and departure of children. (Refer to safeguarding policy)
* The times of the children's arrivals and departures are recorded (Famly registers).
* The arrival and departure times of adults - staff, volunteers, and visitors - are recorded (registers and visitors’ books).
* At times we have deliveries, gas engineers, church members, Social Workers to the building so there will be on occasion’s unauthorised access, enquiring parents and other professionals to the building. All visitors are made to sign in and the door locked behind them.
* Our systems prevent children from leaving our premises unnoticed. (Refer to missing children policy).
* Staff will count children in and out of the building if they are going on excursions or if they are going into the garden.
* Children will be collected by a known parent / carer and passwords assigned to child. (Refer to Safeguarding policy).
* In the case of carers having to isolate due to COVID, a named sibling can collect – this person must know the assigned password and parents must text on the child’s arrival home. A form must be completed by parents prior to collection.

**Sleeping Procedures**

* Children in the Babies and Twos groups have allocated spaces to sleep. Staff will maintain a regular conversation with their keyworker children to ensure that sleeping is consistent between the setting and home, and that any changes in nap times are known.
* Children are changed and safely put into their sleeping area before a nap and a 10-minute timer is set for babies and checked while the child is sleeping.
* Pre-schoolers are not expected to have a sleep during the day, in preparation for starting school. If a child in Pre-School falls asleep during the day, or parents ask for a nap schedule, we will monitor this regularly.

The policy was reviewed on 10 November 2011.

Reviewed 1 May 2012

Reviewed 15 May 2013

Reviewed 10 May 2014

Reviewed January 2015

Reviewed February 2016

Reviewed 29 March 2017

Reviewed 25 October 2017

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Reviewed 02 September 2019

Reviewed 18th March 2020

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