

## 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 (Family 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 occasions unauthorised access, enquiring parents, and other professionals to the building. All visitors are made to sign in and the door locked behind them. Any electronic devices such as mobile phones are locked in a safe place.
- Our systems prevent children from leaving our premises unnoticed. (Refer to Missing Child 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 parents / carers having to isolate due to illness, 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.

### **Using Outdoor Equipment**

- Children must be supervised at all times when using outdoor play equipment and reminded of the importance of keeping themselves safe and being aware of their surroundings.
- **Wrap Club** – Children will not be allowed to use the monkey bars at either setting.

The policy was created on 10 November 2011.

Reviewed 1 May 2012

Reviewed 15 May 2013

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