



General Welfare Requirement: Safeguarding and Promoting Children’s Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

Safeguarding children

Security of the Building

Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners		

Procedure for Answering the Front Door

Never grant access to anyone who is not known by yourself - please speak to the Manger or Deputy first

- If the caller is not recognised identification needs to be sought. Ask for their name, reason for the call and name of the person whom they are here to see. Check professional ID. Before granting an unknown caller access always check with the manager. If the manger or deputy is not expecting the caller and is not happy with identification and the reason for the call then ask the caller to leave and to phone for an appointment.
- When there is a visit from an outside agency such as Ofsted, Pre-school Learning Alliance or an Essex County Council officer, always check their ID even if they are known to you.

- Explain our evacuation plan, our rules regarding mobile phones (to be placed in the kitchen or kept in their bags and placed on the stage away from use in the setting).
- Explain we have separate adult toilets for them to use and that they are not permitted in the children's toilet area (even with their own child, unless accompanied by a member of staff). If they need the toilet whilst visiting, accompany them to the disabled WC and monitor their return to the hall.
- As children arrive or at collection time at the end of a session, please seek identification of anyone who is not familiar to you.
- Always ask visitors to sign our visitor's book as they arrive and leave and add them to our headcount board and register inside the hall.

Procedure for Securing the Garden

- Each morning the garden gate is secured with the two bolts and these are held in place by two karabiners. This is checked by the daily risk check sheet.
- The gate will be opened in an emergency situation - for a fire or a fire drill. Upon re-entry into the building the gate will be re-secured by the Manager or Deputy before the children can be re-admitted into the garden area.
- The gate will be opened to admit children for the afternoon session and re-secured by the lunch staff when the children have arrived. This will be checked by the completion of the afternoon risk check sheet.
- The afternoon session will not commence until the risk has been completed to a satisfactory standard.
- Under NO CIRCUMSTANCES are staff to have take their lunch break in the garden if the gate is unsecured. A notice will be placed on the door as a reminder.
- There are no other circumstance under which the garden gate is to be opened for admittance whilst the pre-school is in operation.

This policy was adopted at a meeting of Blackmore Community Pre-school

Held on 2nd November 2015

Signed on behalf of the management committee

Role of signatory – Committee chair