

CHADDLEWOOD PRE-SCHOOL AND WOODIES OUT OF SCHOOL CLUB



WESTFIELD, PLYMPTON, PLYMOUTH, DEVON. PL7 2EU



Maintaining children's Safety and security on the premises- non arrival of children at Woodies

Policy Statement

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

Procedures

Children's personal safety

- We ensure all staff (employed or volunteer) have been checked for criminal records by an Enhanced Disclosing and Barring Service (DBS) Check. Where there is a temporary delay in this process and we need to ensure ratio and safety of children, we ENSURE that we follow safeguarding procedures and that individual is NEVER alone with the children.
- Adults do not normally supervise children on their own. The EYFS Statutory Guidance says that staff can be deployed effectively, maintaining ratio. Thus, there maybe occasion when one adult is in an area e.g. the garden, but our environment ensures that staff and children can always be seen.
- All children are to be supervised at all times.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, not by any activity.
- Children visit other buildings aiding transition and providing learning opportunities. We are with the Chaddlewood School grounds and one adult may take children through the school with the appropriate number off children (within ration or less dependent on needs of individua children)
- Children who attend breakfast club must be brought to the hut/ KS1 hall by their parents/carers in the morning.
- For breakfast club, Woodies staff will take key stage 1 (Foundation, years 1 and 2) children to their classes.
- For after school club. Woodies staff collect children from key stage 1 from the library area. Foundation children are brought to the library and years 1 and 2 walk to this area.
- Breakfast club for Woodies children in Key stage 2 (years 3,4,5 and 6) will be allowed in the playground from 8.45am (Year 3 if they have permission for their parent/carers)

Security

- Systems are in place for the safe arrival and departure of children
- It is our normal practice that level 3 qualified practitioners can see children in and out. However, if an apprentice or unqualified member of staff is supervised by a level 3 practitioner, they may also complete this role
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults- staff, volunteers and visitors are recorded.
- All visitors need to show identification and are advised of our mobile phone policy, fire evacuation procedures and are never left alone with the children
- Our system prevents unauthorised access to out premises unnoticed
- The person possessions of staff, students and volunteers are securely stored during sessions.

This policy was adopted at the meeting of Chaddlewood Preschool and Woodies Out of School Club.

Held on (date)

Signed on behalf of the management committee

Name of signatory (please print)

Role of signatory

Date to be reviewed