



## 6.08

### Maintaining Children's Safety and Security on Premises

#### 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.

#### Procedures

##### Children's personal safety

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

##### Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults – staff, volunteers and visitors - are recorded.
- Our systems are programmed to prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- We only allow access to visitors with prior appointments.
- Our staff check the identity of any person who is not known before they enter the premises.
- We keep the front door to Winterbourne House shut at all times and locked apart from drop off and pick up times. The main door to Early Years is kept shut at all times and locked apart from drop off and pick up times. The door to the Borodino property is kept locked at all times. Other doors on the premises do not lead to a public or unsupervised area.
- Gates are shut at all times apart from drop off and pick up times.
- We have installed entry phones.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Minimal petty cash is kept on the premises.

This policy was adopted by	Silverhill School
Date	January 2018
Review Date	January 2019
Name of signatory	Jenifer Capper
Role of signatory	Head Mistress