

VERWOOD C.E. FIRST SCHOOL AND NURSERY



Howe Lane, Verwood, Dorset, BH31 6JF - Tel. 01202 822652

Maintaining Children's Safety and Security on the Premises

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

Employer's liability insurance is in place, please see Appendix B.

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.

All children are supervised by adults at all times and adults do not supervise children on their own. 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.

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 which includes staff, volunteers and visitors are recorded. Children are only released to their parent/carers or individuals approved by them. If a parent/carer knows they are not able to collect their child they will advise staff at the start of the child's session which will be recorded by the parent/carer or a member of staff. If a telephone call is received to say a parent/carer is not able to collect their child, the password system is put into operation, in line with our Password Policy.

Our systems prevent unauthorised access to our premises. Our systems prevent children from leaving our premises unnoticed. Our staff check the identity of any person who is not known before they enter the premises; all visitors will report to the main school reception. We keep the main school front door locked shut at all times and the perimeter is secure. The personal possessions of staff and volunteers are securely stored during sessions. Petty cash is kept in the main school and not on the Nursery site.

No smoking is permitted in or on the premises.

The space and equipment available is appropriate for the number of children and the children's needs and is age appropriate.

We follow our legal responsibilities under the Equality Act 2010.

Children have plenty of opportunities for outdoor play including use of the small adventure play and the woodland area.

The Nursery has suitable nappy changing facilities available and an adequate number of toilets and hand basins are provided for the number of children attending the setting. There is also an adequate supply of clean bedding, towels and spare clothes available.

The Nursery has an area where staff may talk to parents/carers confidentially, if this does not take place in the Nursery, there are confidential rooms available in the main school building. Staff will be able to take breaks away from Nursery in the staff room in the main school building.

Nursery spaces, furniture, equipment and toys are all safe and suitable for children to use and all comply with health and safety legislation.

Reasonable steps are in place to ensure the safety of children and an emergency evacuation procedure is in place, please see whole school policy.

Records of practices may be recorded and monitored for any action required
Nursery have appropriate fire detection and control equipment available which is all checked and in working order. All fire exits are clear; free from obstruction and easily opened from the inside.

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Maintaining Children's Safety and Security on the Premises Appendix B

Employer's liability insurance is in place:

Insurer: Protection Insurance

Date: 01/04/2018 to 31/03/2019