

## **Children's Safety and Security**

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Data Barring Service prior to starting employment.
- All children are supervised by adults at all times.
  - Minimum ratios while on site are as below
    - Over 3s 1:8
    - Under 3s 1:4
    - Under 2s 1:3
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments daily to ensure children are not made vulnerable within any part of our premises, nor by any activity.
  - Risk assessments are continually completed by staff throughout the day to maintain safety standards.
- Systems are in place for the safe arrival and departure of children.
  - A password system can be implemented if needed – this is documented on the registration form.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
  - A visitor's book is used by staff to record this information.
- Our systems prevent unauthorised access to our premises.
- We have a security alarm present in the school buildings. The manager also lives on site which adds to security.
- We have a security system to add another layer of security to the setting.
- All the outer doors have keypad locks or can be locked to prevent opening from the outside to prevent unauthorised access.
- When staff are in the outdoor areas they carry walkie talkies so that they can call for help if necessary. A walkie talkie is always kept in the office so management staff can be contacted quickly if needed.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Panic alarms can be found in the office, and in the conservatory if staff feel that they or the children are in immediate danger or require emergency support.
- All staff are aware of the safe word which can be used if they feel unsafe or wish to alert other staff members to a potential situation.