

STANDARD 8 – SAFETY & SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT



EYFS key themes and commitments



Standard 8.2- Maintaining children's safety and security on premises

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

Children's Personal Safety Procedures

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS).
- Staff are also informed that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which affect their ability to work with children (whether before or during employment).
- Adults do not normally supervise children on their own.
- Children will always be supervised by a responsible member of staff and will be kept out of kitchens or areas where hazardous materials are kept.
- Children are supervised at all times, however we do promote independence in children going to the toilet and therefore encourage this which means for a short period of time they may be unsupervised but are always in sight or hearing of an adult.
- Children playing with or near water will be continually supervised except in the toilets as above.
- Activities such as cooking, woodwork or energetic play receive close and constant supervision.
- 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.
- Sunhats are provided for outdoor play and parents sign for us to apply Sun cream.

Security

- All pre-arranged visitors enter the setting by appointment only (except Ofsted inspectors) preventing unauthorised access to our premises.
- Safety checks will be carried out on the premises, both indoors and outdoors before and at the end of every session.
- Fire extinguishers will be checked annually by the fire inspector; adults will know how to use them.
- Procedures for fire/evacuation drills will be known by the adults in the group.
- Procedures for entrances and exits will be known by the adults involved and agreed procedures will always be followed.
- Fire doors will never be obstructed.
- Windows, sockets, stairs, heaters, potentially dangerous materials and layout of activities and equipment (indoors and outdoors) will be closely supervised to remove or minimise hazards.
- A minimum of two adults will be present at all times to supervise children.
- Fire drills will be carried out at least once per term and a record of date, time taken and people involved will be kept.

Security Procedures for the children's arrival and departure

- Systems are in place for the safe arrival and departure of children to prevent children from leaving our premises unnoticed. We have alarmed doors.
- The times of the children's arrivals and departures are recorded in the register.
- The register and emergency contact sheets are reprinted each time an update is made e.g. when a child's sessions change, or a new person is authorised to collect a child
- The child can only be collected by their parent or another adult that the parent has provided signed consent for.
- Permission is given via the Registration form (Emergency Contacts).
- A list of all authorised adults is stored in the 'Child contact file' and checked by the member of staff monitoring the preschool exit.
- If there is an unforeseen circumstance where a parent cannot collect a child, the parent can telephone the preschool and give verbal permission for another adult to collect the child. A password MUST be supplied.
- We remind parents about the dangers when crossing the main road and when walking up the driveway to preschool.
- There is a notice on the preschool gate reminding parents to shut the gate after them.

Arrival of children from 09:15 am

- All other exits are secured so that the building can only be accessed by the door at the rear of the building inside our outside area.
- Parents assist their children with hanging their belongings in the corridor.
- At 9:15am children can be "handed over" to the member of staff at the door into main hall.
- If parents have any questions for staff, they should not ask the person monitoring the door but find a staff member in the hall to help them.
- This member of staff records the children on the register and does not leave the doorway
- Once all children have arrived and the parents have left, the door is shut and alarmed and the back gate to the alleyway is locked.
- The main door can be opened by the children as it is a fire escape door. We have overcome this problem by fitting an alarm.
- The manager conducts a headcount of all children and ensures that this tallies with the register, another member of staff double checks.
- The contact file with the names, and telephone numbers of the parents plus the permission slips.
- A member of staff will open the locked back door to any late children, receive the children, re-lock/re- alarm the door and bring the child into the hall.

Garden Play

- After playing in the garden, the children are counted as they come back into the Hall to ensure that no child has been left outside.
- The count includes any children in the toilets.
- Children are counted for a second time when indoors.

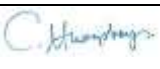
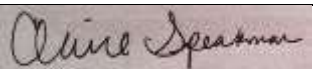

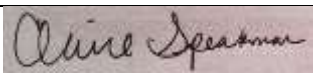

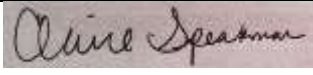

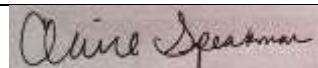
Departure of children at 12:15/2:45

- The children remain with one staff member while:
 1. another member of staff collects the register and goes to the exit door.

2. The member of staff supervising the children then passes each child to the member of staff on the door when the parent arrives.
3. Parents stay in our outside area and wait for us to send their child out to them. If we are outside, the parent remains outside of the gate until we allow them in to collect their child.
4. If parents have any questions for staff, they should not ask the staff monitoring the doors but find a staff member in the hall to help them.
5. The parent and child then leave together.

Departure of children at 2:45 (post office day)

- The children wait in the main hall with two members of staff.
- One member of staff opens the fire escape door in the main hall and checks to see which parents have arrived.
- The other member of staff passes the individual child to the member of staff at the door.
- This member of staff passes the child to the parent/carer.

This policy was adopted by	Horsted Keynes Preschool
On	1 st October 2016
Reviewed 1 st Oct 2017	 
Reviewed 1 st Oct 2018	 
Reviewed 1 st Oct 2019	 
Reviewed 1 st Oct 2020	
Reviewed 1 st Oct 2021	
Reviewed 1 st Oct 2022	
Signed on behalf of the provider	
Name of signatory & Role of signatory	Clare Humphreys Manager
Countersigned by Chair of committee	
Name of Counter signatory	Claire Speakman

