

Melbourn Playgroup and Out of School Club Policies

6. Safety and Security

Children's personal safety

- We ensure all employed staff and committee members have been checked for criminal records by an enhanced disclosure from the DBS.
- 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.

Security

- Systems are in place for the safe arrival and departure of children. There are secure entrances that are only opened when a buzzer is pressed. Identity of people entering and exiting the gate is done by a camera and intercom.
- 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 prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.
- In the event of an emergency situation in the vicinity, which could cause potential risk, children will be kept safely inside the building until the situation is considered safe. Advice may be sought from the emergency services and local authority about the appropriate action to take.

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club

CIO Management Committee

Held on 06/11/17

Date to be reviewed 2018-19 cycle

Signed on behalf of the management
committee

Lisa Bamber & Janet Cottenden

Role of signatory (e.g. chair/owner)

Co-Chairs