

CHIDDINGSTONE NURSERY SCHOOL CIO

Chiddingstone Castle
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Charity Number 1184378



Maintaining Children's Safety, Welfare and Security on the Premises Policy

Written by	Jill McCoy
Ratified on behalf of Management Committee	July 2020
Date for Review	July 2021
Signed – Chair of Management Committee	
Signed – Nursery Leader	

This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance and procedures.

This policy has been impact assessed by Jill McCoy in order to ensure that it does not have an adverse effect on race, gender or disability equality.

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.

Safeguarding and Welfare requirements: Safety and suitability of Premises, Environment and Equipment.
Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Procedures

Children's Personal safety

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosing and Barring Services prior to working with the children and are registered with Ofsted.
- Adults do not normally supervise children on their own. The large stable nursery area requires staff and adults to be positioned appropriately to be able to observe all areas.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present and staff: child ratios are observed.
- All staff are paediatric first aid qualified and a first aid trained member of staff will attend outings and visits.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- Staff discuss with children the importance of being 'safe' within the premises.
- Personal risk assessments will be implemented for children as required or necessary.

Security

- Systems are in place for the safe arrival and departure of children and are reviewed on a regular basis. A new perimeter fence has been erected with secure coded keypad.
- The days of the children's attendance are recorded in the register, to include the morning session and the afternoon session.
- The variation to normal 9:00am-9:15am arrival and departure times of 12noon and 3:00pm of the children are recorded on the form in the entrance hall.
- The arrival and departure times of adults (staff, volunteers and visitors) are recorded in different ways and places this includes:- staff in the office register and volunteers and visitors recorded in named book on the door into the office. Planned visits are written in the diary.
- There are systems in place to prevent unauthorised access to our premises, the door is bolted

during sessions, alarm activated and the outside area has a coded security gate which staff check is secure when children are in the courtyard. A keypad operated electric gate is installed to enhance the nursery security. Spy holes are fitted in front and back doors.

- Our systems prevent children from leaving our premises unnoticed. The door is bolted, an alarm to notify staff of door opening without staff supervision, the gate padlocked and checked at regular intervals through out the day. Fencing encloses the outside steps and front garden. The courtyard door has a catch on the outside to stop children exiting.
- The personal possessions of staff and volunteers are stored in the locked cleaning cupboard.

Premises

- The premises and equipment are organised to meet the needs of the children and meet the indoor space requirements.
- Children under two years: 3.5m² per child.
- Two year olds: 2.5m² per child.
- Children aged three to five years: 2.3m² per child.
- The nursery as far as is reasonably possible would provide equipment and access to the premises to be suitable for children with disabilities.
- The nursery provides access to outside areas and plan outdoor activities on a daily basis unless circumstances make this inappropriate e.g unsafe weather conditions.
- The nursery has a book quiet area for children to relax, play quietly or sleep. Sleeping children will be checked frequently.
- The nursery provides adequate toilets and hand basins to meet Ofsted requirements (one toilet and one hand basin for every ten children over the age of two).
- Nappy changing facilities are provided in the office area and a disposal unit. Spare clothing and other necessary items are available.
- The nursery office is available for confidential conversations between staff and parent/carers and staff breaks as required. There is also lockable storage available.
- Staff are familiar with the procedure for evacuation and lock down of the premises for any such emergency.
- Parents must inform staff of regular and daily collection by an authorised adult.
- Children only have access to the office area with an adult. Child gate provided to stop children's access into office area.