

**Littleton Pre-School**  
Littleton Millennium Memorial Hall  
The Hall Way, Littleton  
Winchester, Hampshire  
SO22 6QL

info@littletonpreschool.com  
www.littletonpreschool.com



**General Safeguarding and Welfare Requirement: 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.

## 8.2 Maintaining children's safety and security on premises

### 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.

### Procedures

#### *Children's personal safety*

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- 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 assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.

#### *Security*

- 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 - staff, volunteers and visitors - are recorded.

---

Littleton Pre-School is a member of the Pre-School Learning Alliance and is OFSTED registered

Registered charity number: 1024378

OFSTED number: 511090

Pre-School Learning Alliance Membership number: 57803

Mailing Address: c/o Carol Mortimer 2 The Firs, Littleton Lane, Sparsholt, Winchester SO21 2LS

- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

This policy was adopted at a meeting of	Littleton Pre-School Committee	name of provider
Held on	<u>7<sup>th</sup> November 2012</u>	(date)
Date to be reviewed	<u>Novemver 2013</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Victoria F Lander</u>	
Role of signatory (e.g. chair/owner)	<u>Littleton Committee Chair</u>	

**Other useful Pre-school Learning Alliance publications**

- Managing Risk (2009)