

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>7th 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)