

## **Maintaining Children's Safety and Security on the premises**

### Safeguarding Children

We spoke to children about safety and security. School age children attending the Grow Wild session described how important it is to "... listen to the teachers", not allow "...too many people at once" and how important it is to have "adults help and look after you".

### Policy statement

The Lloyd Park Children's Charity maintains a high level of security of our premises to ensure that each child is safely cared for during their time with us.

### Procedures

#### **1. Children's personal safety**

- We ensure all staff, volunteers and students have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau through the Disclosure and Barring Service. - see Safer Recruitment
- All children are supervised by adults at all times.
- Adults do not supervise children on their own.
- Whenever children are on the premises, correct adult to child ratios are maintained
- We carry out risk assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- Parents/carers are responsible for their children at all times during play sessions within Children and Family Centre services.
- Parents/carers attending any groups (including Children and Family Centre), sessions or drop-ins within the organisation are responsible for their own children at all times.

#### **2. Security**

- Systems are in place for the safe arrival and departure of children.
- In the event of a security risk/alerts managers and seniors to take the lead in securing children's safety.

- The times of the children's arrivals and departures are recorded on the daily registers as well as the name of the adult who has collected or dropped the child off.
- The arrival and departure times of adults - staff, volunteers and visitors are recorded.
- Our systems prevent unauthorised access to our nursery provision.
- Our systems prevent children from leaving our premises unnoticed.
- There are facilities for the personal possessions of staff and volunteers to be securely stored.
- We are a mobile phone free zone in the children's play environment.
- Parents/carers should be aware of exit areas all times in order to maintain safety.

Policy Name	Maintaining Children's Safety and Security on Premises Policy
Version Number	V2
This policy was developed by	Governance and Accountability Sub Group
These people were consulted/involved in developing the policy	Safeguarding Team Children
This Policy was adopted by	Trustee Board
Date	March 2018
Signed	
Name	James Wragg
Role	Chairperson
Next Review Date	March 2019