

## 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.

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 is a secure entrance that is opened by a member of staff once the identity of visitor is established.

The door between the playgroup and children's centre is locked.

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.

In the event of a fire alarm, we will follow our fire procedure.

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.

In the event of an emergency outside we will follow our lockdown procedure that is displayed in the setting.

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club CIO Management Committee	
Held on	19 <sup>th</sup> January 2022
Date to be reviewed	As and when necessary
Signed on behalf of the management committee	
Name of signatory	Sarah Toule
Role of signatory (e.g. chair/owner)	Chair