Kingsnorth Recreation Centre, Field View

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**Manager: Mrs Donna White**



 P.L.A. Membership No. 202255

 Registered Charity No. 1185961

 **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 via an enhanced disclosure through the Disclosure and Barring Service.

## 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 assessments 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. (See arrival & Departing Policy)
* The times of the children's arrivals and departures are recorded.
* The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
* We have an entry intercom system at the main door for all visitors.
* Our systems prevent unauthorised access to our premises.
* Our systems prevent children from leaving our premises unnoticed.
* We only allow access to visitors with prior appointments.
* We check the identity of any person who is not known before they enter the premises.
* We keep front doors and gates locked shut at all times.
* The personal possessions of staff and volunteers are securely stored during sessions.
* Minimal petty cash is kept on the premises.

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| This policy was adopted at a meeting of |  | *(name of provider)* |
| Held on |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) |  |