



## **Panda Preschool Playgroup**

Howell Hall, School Lane, Copmanthorpe, YO23 3SQ

Member of the Early Years Alliance

Ofsted Setting Number EY 501461

Registered Charity Number 1035584

## **Safeguarding children**

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

#### **Policy statement**

We at Panda Playgroup 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 the Disclosure 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 regular 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 and visitors - are recorded.
- A password system is in place for all children.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed or with any unauthorised person
- The personal possessions of staff and volunteers are stored in the kitchen during sessions.
- There are robust procedures to prevent misuse of mobile phones/cameras and social media.

**This policy was reviewed and updated March 2022**