**Safeguarding Children**

**Maintaining Children's Safety & 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 DBS.
* All children are supervised by adults at all times within the boundaries of the Playgroup.
* 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.
* 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 Greendown Playgroup

Held on

Signed on behalf of the Playgroup