

Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096



Village Hall, High Street, Wanborough, Swindon. SN4 0AD

Telephone Number: 790428

www.wanboroughplaygroup.org.uk Email: wanboroughplaygroup@hotmail.co.uk

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 are checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- 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 assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.
- If an accident occurs we will review our checklists/risk assessments to ensure that the risk is covered.

Reporting

- Ofsted and the Local Safeguarding Board will be notified of any serious accident, illness or injury to, or death of any child while in our care, and of the action taken. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. We will act on any advice we are given by those agencies.

Risk Assessments

The persons responsible for carrying out the risk assessments are:-

- Daily Checks carried out by Playgroup Assistants (on a rota basis) who report findings to Supervisor/Deputy. Findings are entered into the Risk Assessment sheet (kept in the blue register folder)
- Daily Check Sheets are kept for individual areas i.e. Main room, cloakroom, outside area, toilets and kitchen
- They can be found:-
 - Main Room (on clipboard kept on kitchen hatch)
 - Cloakroom & Outside Area (on clipboard kept on trolley on the stage)
 - Toilets (kept on top of the changing trolley)
 - Kitchen (kept in left hand island cupboard in the kitchen)
- Risk Assessment Sheets are monitored weekly by Supervisor
- Termly Checklists: carried out by Hazel Mathiot, Health and Safety Officer using templates supplied annually by Pre-School Learning Alliance.

All Risk Assessments are reviewed termly and amendments made accordingly.

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 (doors locked and main door has chain on)
- Door opened with chain in place and visitors identification checked before being admitted into the setting
- Both gates in the garden are padlocked while the children are in session (except during lunch hour as this would leave only one adult in the room when it was unlocked)
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are stored out of the reach of the children
- During "Open" Sessions e.g. sports day and concerts – personal belongings are locked in a cupboard until the end of the morning.

This policy was adopted at a meeting of	Wanborough Playgroup
Held on	7 th November 2011
Name of signatory	Kath Liston
Role of signatory (e.g. chair/owner)	Chairperson
Reviewed at a meeting of	Wanborough Playgroup
Held on	3 rd December 2012
Name of signatory	Ali Petherbridge
Role of signatory (e.g. chair/owner)	Chairperson
Reviewed at a meeting of	Wanborough Playgroup
Held on	3 rd March 2014
Signed on behalf of the management committee	
Name of signatory	Ali Petherbridge
Role of signatory (e.g. chair/owner)	Chairperson