

## **THE ORCHARD COMMUNITY PRE-SCHOOL**

Registered as Company Limited by Guarantee in England and Wales  
Registered Office: 17a Elmside, Milford, Godalming, Surrey, GU8 5EG  
Registered Number: 8791069  
Registered Charity Number: 1154900

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

**(Including 'Sleeping Children Policy statement)**

#### **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 Disclosure and Barring Service.
- Adults do not normally supervise children on their own. Should this become necessary in an emergency, the lone adult will be equipped with a walkie talkie linked to the office. However, adults are always within sight or sound of each other.
- 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.

#### **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 are designed to prevent unauthorised access to our premises as we have a coded entry system on the gate. The code is issued to parents and other authorised visitors and others have to gain escorted access by ringing the bell on the gate.
- Our systems are designed to prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.

#### **Sleeping children**

On the rare occasions that children need to sleep whilst on the premises, the following provision is made:

- The child is placed in a comfortable position in the Quiet Room on cushions on the floor and covered with a blanket
- The door of the Quiet Room is left ajar and the lighting is left on low
- A member of staff stays with the child until s/he is asleep, providing appropriate comfort if s/he is ill or upset, and staff check on the child every ten minutes and record each check on a chart
- Parents/carers are contacted if the child needs to be taken home due to illness or undue distress