



## Maintaining children's safety and security on premises

### Policy Statement

At Little Gillies we maintain the highest possible security of a premises to ensure that each child is safely cared for during their time with us

### Policy Procedures

#### Children's personal safety

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure through the criminal record bureau
- all children are supervised by adults at all times
- whenever children are on the premises at least two adults are present. At least one of these is first aid trained

#### 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 adult, staff, volunteers and visitors are recorded
- our systems prevent unauthorised access to our premises
- the personal possessions of staff and volunteers are securely locked during sessions

All policies and procedures are implemented, reviewed and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.

This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed .....

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Reviewed by Sarah Beresford

Date June 2023