

Safeguarding children

Maintaining children's safety and security on the premises (including risky play) and supervision of children on outings and visits

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. Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experience. The staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

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.
- All children are supervised by adults at all times and adults do not normally supervise children on their own. Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity. Any activities which are deemed as "risky" are risk assessed and adequately supervised.

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.

Sleeping Children

- Staff will attempt to wake the child.
- The child will be placed where possible in a safe corner with a staff member watching.
- After 5 minutes of the child being asleep, if they cannot be woken, the parents will be contacted and asked to collect the child.
- Parents will be asked during the phone call if the child has a suspected illness, or has sustained a head injury prior to attendance of the playgroup. If this is the case and the child has had a head injury, staff to dial 999.
- In the event of a fire alarm sounding during this time, 2 members of staff to lift the child where possible.
- Register to be updated when child has been taken home.

Outings and Visits

- Parents sign a general consent (specifying venues) on registration for their children to be taken out as a part of the daily activities of the setting.
- There is a risk assessment for each venue carried out, which is reviewed regularly. A risk assessment is carried out before any major outing takes place.
- Parents are always asked to accompany their children on major outings.
- All venue risk assessments are available for parents to see and shared via email prior to visit.
- Staff to take the playgroup mobile phone on outings, any medication, supplies of tissues, wipes, etc as well as a mini first aid pack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Staff to take a list of children with them with contact numbers of parents/carers.

This policy was adopted at a meeting of	Shaw Ridge Playgroup	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	Chairperson	