Artish Huddersfield CIC

MAINTAINING CHILDREN'S SAFETY AND SECURITY ON PREMISES

Policy Created: 10th March 2023

Review Date: March 2026

Policy Aims:

Artish Huddersfield CIC maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. Our premises and equipment is organised in a way that meets the needs of the children and there is adequate space in accordance with the requirements. We ensure that Public Liability insurance is held.

Children's personal safety

- We ensure all staff have been checked for criminal records via an enhanced disclosure with children's barred list check through the Disclosure and Barring Service.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

- All children will be welcomed by a well known member of staff.
- One member of staff will monitor the door at arrival and departure times to ensure and maintain the safety of the children through monitoring who is coming to collect the children.
- Parents can have a discussion around how the child has been during the morning and if there are any issues, Artish personnel need to be aware of.
- Children will not be allowed into the Community room before the specified time.
- Children will not be allowed to leave the building with anyone under the age of 16 years of age.
- Always keeping the register up to date, including names of all the children looked after on the premises, their hours of attendance and their dates of birth. All children's attendance will be marked down on arrival and on departure.
- Children will not be allowed to leave the Community room with anyone other than a nominated person or their parent or carer. If a parent has nominated someone in the child's enrolment paperwork who is able to collect the child but staff members are unsure to the correct identity or haven't seen the specified person before then a phone call will be made to the parent to clarify that the person is able to collect the child. If the parent can not be reached the child will stay within the Community room until the parent/ emergency contacts and staff have come to an agreement.
- Should a parent wish their child to be collected by someone else - we ask parents to notify us in advance and ask for them to give a password as well as a description of the person coming to collect.
- All parents/ visitors that are staying in the Community room longer than the time it takes to pick up or drop off their child will be asked to sign in the visitor's book which is situated under the notice board.
- Any matters to be discussed with parents/carers that are confidential are done so in private.

Signed:  Dated: 20th March 2023

Name (please print): D P Barker

Position in organisation: Director

Review Date:

- March 2024 - No changes
- March 2025 - No changes
- March 2026 - No changes
- March 2027 -
- March 2028 -