



Hillside Pre-School

Hillside Free Church Hall, Hillside Road, Chorleywood, Herts WD3 5AS

www.hillsidepreschool.co.uk

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:

Childrens' Personal safety:

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau
- Adults do not normally supervise children on their own
- All children all 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:

- Procedures are in place for the safe arrival and departure of our children
- The times of the childrens arrival and departure are recorded
- The arrival and departure times of adults, staff, volunteers and visitors are recorded
- Our procedures prevent unauthorised access to our premises
- Our procedures prevent children from leaving our premises unnoticed
- The personal possessions of staff and volunteers are securely stored during our sessions

Hillside Pre-School (Chorleywood) Ltd

Registered as a company limited by guarantee in England & Wales

Registered No: 7013187 Registered Charity No: 1132378

Tel : 01923 284 878 / Email : info@hillsidepreschool.co.uk



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Signed by the Pre-School Leader

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Name of the Pre-School Leader

Date

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Signed by the Committee

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Name & role of Committee Signatory

Date

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