



# **The LJS Nursery School Safeguarding/Policies**

28 St Johns Wood Road, London NW8 7HA

Tel: 0207 432 1286

Email: [nursery@ljs.org](mailto:nursery@ljs.org)

Ofsted Reg: EY303591

Website: [www.ljsnurseryschool.org](http://www.ljsnurseryschool.org)

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.**

The LJSNS must take reasonable steps to ensure the safety of children, staff and others on the premises.

## **8.2 Maintaining 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**

#### *Children's personal safety*

- We ensure all employed 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 supervise children on their own.
- 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 assessments 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 LJSNS Security Guard.
- 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.
- We only allow access to visitors with prior appointments.

- Our Security Guard and the Caretakers check the identity of any person who is not known before they enter the premises.
- We keep front doors and gates locked shut at all times. Back doors are kept locked shut at all times where they may lead to a public or unsupervised area.
- We have an entry phone and there is CCTV in operation constantly.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Petty cash is kept in a safe on the premises.

This policy was adopted by	LJSNS	
On	<hr/> SEPT 2020	(date)
Date to be reviewed	<hr/> SEPT 2021	(date)
Signed on behalf of the provider	<hr/>	
Name of signatory	<hr/>	
Role of signatory (e.g. chair, director or owner)	<hr/>	
	<hr/>	

**Other useful Pre-school Learning Alliance publications**

- Managing Risk (2009)

**This school is committed to safeguarding and promoting the welfare of children and insists all staff and expects all parents to share this commitment.**

**“Safeguarding is everyone's responsibility.”**