

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

Maintaining children's safety and security on premises

Policy statement

We are committed to maintaining the highest possible standards of safety and security on our premises. We ensure that children are protected from harm, remain safely supervised, and are cared for in an environment where risks are identified and effectively managed. Our systems prioritise safeguarding, secure access control, supervision, visitor management and robust risk assessment practices.

We recognise our responsibility to comply with the EYFS Statutory Framework (2024/25), local Bromley Safeguarding Children Partnership (BSCP) procedures, fire safety legislation and health and safety requirements.

Procedures

Children's personal safety

- All staff undergo enhanced DBS with children's barred list checks, in line with safer recruitment requirements.
- Ongoing suitability is monitored through:
 - annual staff declarations,
 - supervision meetings,
 - whistleblowing and reporting mechanisms.
- Children are continuously supervised, meaning staff are always within sight or hearing.
- At least two members of appropriately vetted staff are present at all times children are on the premises.
- Students and volunteers never work unsupervised and cannot take children to the toilet alone.
- Risk assessments are completed for all rooms, outdoor areas, equipment, routines, and activities; these are updated termly or sooner if needed.
- Staff deploy themselves effectively so blind spots are minimised and children are visible at all times.
- Children are supported to develop an age-appropriate awareness of personal safety and boundaries.

Premises Security

Secure Access

- Access to the building is strictly controlled at all times.

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

- All external doors leading to unsupervised or public areas remain locked or alarmed, except when in supervised use.
- Entrance doors operate on a controlled-entry system; only staff can release access.
- A staff member greets and verifies every person entering the premises.

Arrival and Departure Procedures

- A secure and clearly defined drop-off and collection procedure is in place.
- Children's arrival and departure times are recorded accurately.
- Staff, volunteers, students and visitors are also signed in and out.
- Children are only released to individuals named on their registration form or authorised by the parent/carer.
- If someone other than usual adults is collecting, a password system and/or photographic confirmation is used.
- Late collection procedures and uncollected child procedures are followed rigorously.

Visitor Management

- Visitors must have pre-booked appointments unless in an emergency.
- Identification is checked before entry is approved.
- Visitors sign in, are issued with a visitor badge, and remain supervised at all times.
- Contractors must provide ID and sign a contractor declaration confirming they will not have unsupervised access to children.
- Visitor movements are restricted to the agreed areas only.
- Any unexpected visitor or intruder is challenged as per the setting's safeguarding protocol.

Preventing Unauthorised Access and Exit

- Systems are in place to ensure that:
 - Unauthorised persons cannot enter the premises.
 - Children cannot leave unnoticed.
- Gates and doors are fitted with:
 - high-level locks,
 - alarms,
 - access control systems, or
 - coded entry systems (reviewed and changed regularly).
- Staff carry out perimeter checks daily to ensure fences, gates and boundaries are secure.

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

Safe Storage

- Staff and volunteer personal belongings are stored securely and out of children's reach.
- Mobile phones, smart watches with camera functions and personal devices are stored in accordance with the Mobile Phone and Device Policy.
- Confidential documents are locked away in secure storage.
- Only minimal petty cash is held on site and stored in a locked location.

Emergency and Security Incidents

- All staff are trained in how to respond to:
 - missing child incidents,
 - intruder alerts,
 - lockdown procedures,
 - fire evacuations,
 - suspicious behaviour near the premises.
- Dynamic risk assessments are used during unexpected situations.
- Any security breach is recorded, reported to the DSL, and investigated.
- Where necessary, incidents are reported to:
 - Ofsted,
 - Bromley Children's Social Care,
 - the Police,
 - the Local Authority Designated Officer (LADO),
in line with statutory requirements.

Risk Assessment and Monitoring

- Formal risk assessments cover:
 - indoor areas,
 - outdoor areas,
 - equipment,
 - fire safety,
 - arrival/departure,
 - trips,
 - use of contractors,
 - environmental hazards.
- Daily safety checks are completed and recorded.
- Risk assessments are reviewed:
 - at least termly,

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

- following an incident,
- when significant changes occur,
- when new equipment or new activities are introduced.

Safeguarding Culture

- All staff understand their duty to safeguard children in line with Working Together to Safeguard Children 2023, the EYFS, and London Borough of Bromley Child Protection Procedures.
- Staff are vigilant and challenge unsafe practice, unknown visitors, or breaches of procedure.
- The Designated Safeguarding Lead (DSL) ensures that security policies align with the wider safeguarding procedures.
- The safety and security of children is discussed during staff supervision, appraisals and training.

Further Guidance

- Bromley Safeguarding Children Partnership (BSCP) Procedures
- Dynamic Risk Management (Early Years Alliance, 2017)
- EYFS Statutory Framework 2024/25
- Working Together to Safeguard Children (2023)
- Health and Safety Executive (HSE) - Managing Risks in Early Years Settings