Ready Steady Grow Pre-School

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 comply with the EYFS statutory framework for group and school-based providers effective 1 September 2026, Working Together to Safeguard Children 2026, current Bromley Safeguarding Children Partnership (BSCP) and London Child Safeguarding Procedures, and relevant fire, health and safety requirements.

This policy has been updated for the strengthened EYFS safeguarding and welfare requirements effective 1 September 2026, including suitability checks, electronic devices and the prohibition on providing registered childcare from premises where a banned dog breed is kept or present.

Procedures

Children's personal safety

- Staff and volunteers are subject to the suitability and criminal-record checks required for their role. From 1 September 2026, new employees must not commence employment before the required enhanced criminal-record check is received. Volunteers who carry out regulated activity must have an enhanced DBS check with children's barred list information; the former supervision exemption has been removed.
- Ongoing suitability is monitored through:
  - annual staff declarations,
  - supervision meetings,
  - whistleblowing and reporting mechanisms.
- Children are adequately supervised at all times. Staff are usually within sight or hearing, taking account of children's age, needs, activities and risks; while children are eating, the current EYFS requirement for sight and hearing is followed.
- Staff deployment always meets the current EYFS staffing and ratio requirements and provides safe supervision, including during arrival, collection, toileting, emergencies and staff breaks. Any setting rule

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requiring two adults is applied where necessary for safe operation or risk assessment, rather than treated as a universal EYFS requirement.

- Students and volunteers are deployed only within the limits of their role, age, competence, suitability checks and the current EYFS ratio rules. Intimate-care or toileting support is undertaken only by persons authorised and suitable to do so under the setting's safeguarding and intimate-care procedures.
- Risk assessments cover premises, access and security, outdoor areas, equipment, routines and activities. They are kept under review and updated when circumstances, hazards, guidance or control measures change, and after relevant incidents or near misses.
- 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

· Registered childcare will not be provided from premises where a dog of a breed prohibited under the Dangerous Dogs Act is kept or present, in accordance with the EYFS requirement effective 1 September 2026.

· Security arrangements balance safeguarding with safe emergency escape: doors, gates and access-control systems must not prevent prompt evacuation or conflict with fire-safety requirements.

· Where the pre-school uses shared or rented premises, responsibilities for access control, keys/codes, visitors, contractors, communal areas and emergency arrangements are agreed with the premises provider and reviewed when use of the building changes.

Secure Access

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

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- Late collection procedures and uncollected child procedures are followed rigorously.

· A child is not released where staff cannot verify the collector's authority or where release would create an immediate safeguarding risk. Staff follow the Uncollected Child and Safeguarding policies and seek police/Children and Families Hub advice where required.

Visitor Management

- Visitors are expected to have an agreed purpose for attendance. Unplanned visitors, inspectors, emergency services and other legitimate callers are verified and managed safely rather than refused solely because they are not pre-booked.
- Identification is checked before entry is approved.
- Visitors sign in and are identifiable while on site. Their supervision and access are proportionate to their role, safeguarding checks, purpose and risk; people without appropriate suitability clearance are not given unsupervised access to children.
- Contractors are identified, signed in and managed so that work does not create avoidable risks. Unless appropriately checked and authorised for the role, they do 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.

Safe Storage

- Staff and volunteer personal belongings are stored securely and out of children's reach.
- Personal mobile phones, smart watches, cameras and other electronic devices are managed in accordance with the setting's current electronic-device/online-safety procedures and the strengthened EYFS safeguarding requirements effective September 2026.
- Confidential documents are locked away in secure storage.

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- 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 and Families Hub (C&F Hub),
  - the Police,
  - the Local Authority Designated Officer (LADO),

  in line with statutory requirements.

· Safeguarding concerns about a child are referred through the Bromley Children and Families Hub portal. Advice is available on 020 8461 7373 / 7379 (Monday-Friday 8.30am-5pm), CandFhub@bromley.gov.uk; out of hours 0300 303 8671; call 999 where there is immediate danger.

· Allegations or concerns that an adult working or volunteering with children has harmed or may have harmed a child, may have committed a related criminal offence, or may pose a risk of harm are referred promptly to Bromley LADO via the Children, Young People and Families Hub Portal. Staff do not investigate, ask leading questions or discuss the allegation with the accused person before appropriate advice.

Risk Assessment and Monitoring

· Security risk assessment considers foreseeable risks inside and outside the premises, including unauthorised access/exit, collection disputes, shared-site users, contractors, suspicious activity, local incidents and any child-specific safeguarding risk. Dynamic assessment is used when circumstances change.

· Registers and emergency contact information are accurate and readily accessible so every child, staff member and visitor can be accounted for during evacuation, lockdown or another emergency.

- Formal risk assessments cover:
  - indoor areas,

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

Safeguarding Culture

· Security practice is inclusive and anti-discriminatory. Reasonable adjustments are made for children with SEND, medical, sensory, communication or mobility needs without reducing safeguarding protections.

· Staff remain alert to overlapping or hidden harms, including domestic abuse, exploitation, online harm, coercion and risks outside the home, and consider whether security incidents may be indicators of wider safeguarding concerns.

- All staff understand their safeguarding responsibilities under Working Together to Safeguard Children 2026, the current EYFS, BSCP procedures and London Child Safeguarding Procedures, including the need for professional curiosity, timely information sharing and action where a child may need help or protection.
- 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)

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- EYFS statutory framework for group and school-based providers (DfE, effective 1 September 2026)
- Working Together to Safeguard Children 2026
- Health and Safety Executive (HSE) – Managing Risks in Early Years Settings

· DBS/DfE: Regulated activity - removal of the supervision exemption, effective 1 September 2026

· BSCP: current Policies, Procedures and Guidance; Children and Families Hub; Managing Allegations Against Adults (LADO)