



Safeguarding children

1.6 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 by an enhanced disclosure from the Disclosure & Barring Service and these disclosures are renewed every three years.
- Adults do not normally supervise children on their own, parents are in attendance.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present, this can include the parent.
- We carry out risk assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.
- We will use internal doors, safety doors and gates when necessary.

Children's Safety

- The Centre will not be responsible for any child left in their parents/carer's car, should a parent or carer decide to leave their child/children unattended in a car during the session.
- We will not allow children to use sharp tools such as scissors, knives, cutting or modelling tools without close supervision by a member of staff or parent/carer
- We will offer that children wear protective aprons whenever appropriate.

- We will not allow children any unsupervised access to equipment, cupboards or storerooms etc.
- We will keep our premises as tidy as possible and free from any hazards.

This Policy was adopted by The Bumblebee Children's Charity and will be reviewed yearly.

Sign & Date

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Signed on behalf of the Trustees

Name of signatory Alison Stonham

Role of signatory Charity Principal