

HAPPY HEDGEHOGS LTD

Health and Safety, suitability of premises, environment and equipment

6.1 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 Criminal Records Bureau.
- Adults do not normally supervise children on their own.
- All children are always supervised by adults.
- 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

- Systems are in place for the safe arrival and departure of children.
- 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.
- The personal possessions of staff and volunteers are their responsibility during sessions, but all efforts are carried out that they stored away from public. This also includes Staff mobile phones and cameras which must be turned off and stored away securely.
- All visitors and parents staying in the group will be asked to turn off their mobile phones whilst on our premises and cameras are not to be used.

This policy was adopted at a meeting of	Happy Hedgehogs LTD
Held on	July 2020
Date to be reviewed	July 2021
Name of signatory	Carly Turner
Role of signatory	Director