



## Ollie's Trust

### Nursery, Breakfast & After School Club

C/o Goosnargh Oliverson's CE Primary School, Goosnargh Lane, Goosnargh, Preston PR3 2BN

Telephone 01772 866415 between 7:45am and 6:00pm

website : [www.olliestrust.co.uk](http://www.olliestrust.co.uk)

### Safeguarding Children

## Maintaining Children's Safety & Security on Premises

#### Policy statement

At Ollie's we work hard to 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 Disclosing and Barring Service.
- Adults do not normally supervise children on their own; ratios are adhered to at all times.
- 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, these being the bell on the double locked door, the signing in and out book, the visitors book, password systems and the gate being securely fastened at all times.

Ofsted Registration No: 309872

Preschool Learning Alliance Member: 104284

- One member of staff (Health and Safety Role) is always around the entrance area at arrival and departure times.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults – staff, volunteers and visitors - are recorded.
- The above systems prevent unauthorised access to our premises.
- They also prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.
- (See Welcome Booklet)

### **Arrivals and Departures**

Please park away from the school entrance near to the Bushells or Grapes. We ask that parents of nursery children do not walk through the school playground but keep to the right of the school and use the path to the scout hut and then around the back of Ollie's to our main entrance. Our emergency exit is for emergency purposes only.

No one, at any time, is allowed to drive into the school grounds except for medical emergency purposes.

All children should be collected by a responsible person aged 16 years and above, and their details should be held by Ollie's.

All parents are required to sign their child in/out and state the time. Also your child, with your help, should find their name card and stick it to the self-registration board which is situated on the staff toilet door.

There is a message column in the sign in/out diary. Please write in if anyone other than yourself is collecting your child, so as staff are aware of the situation. If staff have not seen this person before, a password will be required. Please do not arrive more than 5 minutes prior to a session start time and likewise please collect children promptly.

(Taken from the welcome booklet)

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

- Managing Risk (2009)
- Date Policy was written and agreed by all staff:
- Signed:
- Position: