

## **Maintaining children's safety & security on the premises**

Testlands is committed to providing children with a stimulating and safe environment. We will do all we can to make our premises welcoming and friendly to children, their parents/carers and any other visitors.

### **Safety**

The Senior Leader is responsible for ensuring that all Testlands settings are clean, well lit, adequately ventilated and maintained at an appropriate temperature. Daily safety checks are carried out to ensure that the facilities are maintained in a suitable state of repair and decoration. Any problems will be reported to the Site Manager for action.

Members of staff will always have access to a mobile phone whilst on the premises.

**Arrivals/Departures** - Please refer to our [Child Collection Policy](#)

### **Absences**

If a child is going to be absent from a session, parents must indicate this to us in advance, or by telephoning Testlands Hub on the morning of the absence.

If a child is absent without explanation for more than three days concurrently, staff will contact the parents/carers to try to ascertain the reasons behind this.

### **Registers**

It is the responsibility of the Senior Leader/Site Leader to ensure that an accurate record is kept of all children at all settings, and that any arrival or departure to and from the premises is recorded in the register. The register will always be kept in an accessible location on the premises. This process will be supplemented by regular head counts during the day.

Records of daily registers need to be kept for at least three years from the last entry as a minimum (providers are required to show these documents during the next Ofsted inspection).

### **Supervision**

Children will not be left unsupervised at any time during activity sessions. The Site Leaders will allocate responsibility to individual members of staff for observing and supervising the main entrance and exit point at the beginning and end of the session.

### **Site Security**

Testlands is committed to providing care and learning for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children at the Preschool.

During sessions, all entrance doors will be kept shut and only be opened on command by a member of staff. Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving any Testlands setting during the session. These messages will be reinforced by the staff. Safety and security procedures will be regularly reviewed by the Senior Leader in consultation with staff and parents/carers.

## **Visitors**

The Senior Leader or site team of the setting has a visitor signing sheet which is kept close to the main entrance on which visitors must sign on arrival, as well as providing staff with the following information:

- Their name.
- The date and time of their arrival.
- The reason for their visit.
- Their time of departure.
- Emergency contact number.

Visitors to any Testlands setting will not be left unsupervised with children at any time.

Staff have a duty to approach any visitor on the premises who has not signed in. They must introduce themselves and establish immediately who the visitor is and the reason for them being on the premises. If the visitor has no suitable reason to be on the premises, then they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will be telephoned immediately. A record will be made of any such incidents in the Incident Record book, and the Senior Leader and site team will be immediately notified. A similar approach will be adopted for any lone or suspicious individuals loitering near the boundary of any Testlands setting, who may present a threat to the children..

## **Outdoor Play**

Outdoor play will take place where suitable at all settings. Before the start of each session a safety check is carried out to ensure no hazards such as rubbish or animal fouling have appeared since the last session.

Staff will make sure that fresh drinking water is always available to children, especially in hot conditions. In such circumstances, staff will also ensure that children are adequately protected from the sun (see our [Sun Safety policy](#) for more details).

## **Equipment**

Testlands is committed to providing children with access to a wide range of equipment that stimulates enjoyment, learning and development, both indoors and outdoors.

All equipment and resources will be selected with care, and risk assessments carried out if appropriate before new toys and equipment are purchased. All furniture, toys and equipment are kept clean, well maintained and in good repair and in accordance with BS EN safety

standards or the Toys (Safety) Regulations (1995) where applicable.

Appropriate staff supervision will ensure that the safety of children is assured according to the type of equipment being used, along with the ages and number of children involved in an activity.

Outside Testlands opening times, all high value equipment (laptops, tablets etc) will be kept in the office in the locked drawers. When discovered, defective or broken equipment will be taken out of use and disposed of.

The Senior Leader, or designated member of staff, will keep a formal record of any item of equipment loaned to a member of staff, another organisation or a parent/carer to ensure that it is returned on time and in a good state.

**Last reviewed:** August 2024

**Date of next review:** August 2025

Signed by: B. Stanley