



Whitechapel Village Hall, Church Lane, Whitechapel, Lancs, PR3 2EP  
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Registered charity number 1080554

## **Safeguarding children**

### **1.9 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 by an enhanced disclosure from the Disclosure and Barring service (DBS)
- Adults do not normally supervise children on their own.
- All children are supervised by competent adults at all times.
- Whenever children are on the premises at least 2 adults are present.
- We carry out regular 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.
- The times of the children's arrivals and departures are recorded.
- All children are signed in and out by parents/carers. (during COVID staff will sign children in and out)
- 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 securely stored during sessions.