

## St Joseph's Preschool

### Procedure – Children's Safety and security on premises and sleep times

We maintain the highest possible security of our premises to ensure that each child is safe and cared for during their time with us.

The following procedure for children's safety:

We ensure all employed staff have an enhanced DBS check

Children are supervised by adults at all times

Whenever the children are on the premises at least two staff members 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

We have a system in place for the safe arrival and departure of children

All children are signed in at arrival and signed out at departure time.

The arrival and departure times of adults – staff, volunteers and visitors are recorded

Our system prevents unauthorised access to our premises

Our systems prevent children leaving our premises unnoticed

The personal possessions of staff and volunteers are securely stored during session.

### Sleep and rest time.

Children who require a sleep:

- Children sleep on rest mats and have their own personalised bedding.
- Nappies changed and heavier clothing removed
- Hair accessories that may come lose or detached are removed before sleep/rest time.
- A separate area is made quiet.
- Children re settled by staff member
- If children fall asleep in-situ it may be necessary to move or wake them to make sure they are comfortable. They are not left to sleep in a pushchair.
- Sleeping children are regularly check at least every 10-15 minutes and a sleep chart is signed by staff member. Children are within sight and/or hearing of staff.

This policy was accepted at a meeting of St Joseph's Preschool Trustees.

Policies will be reviewed each academic year.

*This policy will be reviewed sooner if there is a change to legislation or guidance which may affect it.*