



“Children are our future: let us all join hands and walk there with them”

Child Safety Policy

The following should be noted to ensure safety of children during the school day.

- School gates should remain closed during the day
- Perimeter security must be checked and maintained at all times
- Gate leading to Community Centre must remain locked
- Two members of qualified staff should be outside at all times.
- Fob system on internal doors to nursery and 2-3 room should be checked regularly
- On arrival and at home time a qualified member of staff should be at nursery door to ensure adult collects and/or drops off child. This should be nursery teacher or nominated qualified member of staff
- On arrival and at home time a member of staff should be at main door. Adults only to collect children (16 years and above)
- Named persons only to collect children (as nominated on admission forms). Failure to comply with this will result in a phone call to ascertain validity of person on premises
- If parents/carers choose to nominate another person to collect their child they must speak to the office, state the person's name and connection to the child and agree to a password to be shared with member of staff prior to collection of child
- All children should remain in groups at the end of the session with the key worker/staff member. All treats, letters etc. should be given out during this time **not** at the door
- Specific letters to parents may be given at main entrance by admin staff.

I confirm that I have read and agree to the above.

Signed:

Print Name:

Date:

Date Approved by Governors:

Chair of Governors Signature: