



Stepping Stones Pre School **Security policy**

Stepping Stones Pre School security policy is an overview of all the different types of security we have in place to ensure the safety of children and staff at all times.

We have in place a collection of child policy.

We have a system in place for recording if a person is not allowed to collect a child.

We have a procedure in place to record serious incidents and inform police of incident.

We have a procedure to follow if we have a lost or missing child.

All our confidential files and information is kept in a locked filing cabinet.

Once parents have left the school grounds all gates are bolted and we have a door bell for entry to preschool.

The large shed will be bolted shut during the session and both sheds will be padlocked at the end of each day.

We have a daily risk assessment to ensure the environment and resources are safe.

We have an outing risk assessment for every time we leave the premises.

We have a swimming pool risk assessment

We have regular fire drills with a book to record and evaluate the drills and the fire drill procedure is on our parent and staff board.

There is always at least one member of staff on duty that is first aid trained (12 hour child specific) currently all members of staff are first aid trained and we try, course times dependent to keep this current.

All medicines are kept out of reach in a locked first aid cabinet.

First aid supplies are regularly checked.

Our policy states that no member of staff can commence employment until CRB checks are complete.

We have a visitor book.

**THIS POLICY WAS ADOPTED AT A MEETING AT THE
PRESCHOOL HELD ON (DATE).....**

SIGNED ON BEHALF OF THE PRESCHOOL.....

Reviewed September 2010 DP